

CITY OF CHATTANOOGA

Classification Specification Title: Specialist Community Centers

Department: Community Development

Pay Grade: GS.05

Supervision Received From: Manager Community Center

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/07/11

**Revision Dates: 3/13/25;
11/26/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for instructing and facilitating daily community and recreation activities for diverse populations. Duties include organizing and leading activities; conducting administrative tasks such as creating program attendance reports, reserving facilities and creating marketing materials; assisting with researching, grant writing and budget developing activities for new programs and serving on City committees and attending local neighborhood meetings as a representative of the City; may maintain vehicles for program transportation; may collect fees for programs or facilities usage and may train and oversee volunteer staff. Duties might include assisting in recreational activities such as coaching and or officiating sporting events. Work is performed with moderate supervision.

SERIES LEVEL: The Specialist Community Centers is a stand alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Assists in planning, preparing, coordinating and facilitating a wide variety of events, classes and/or activities which may include supervising patrons; recruiting volunteers; reserving facilities and/or transportation; procuring supplies; scheduling events, classes and/or activities; developing promotional and marketing materials; preparing rosters; setting up sites; monitoring events and/or performing other related activities.

Performs tasks related to routine day-to-day operations including inventory maintenance activities and monitoring sites and facilities for potential safety hazards.

Responds to requests for information or complaints over the phone and in person regarding programs, processes, procedures, events and/or activities.

Serves as a liaison with program participants and sponsors.

Performs routine clerical work.

Registers participants for programs, events and/or classes; receives and processes applications and fees; maintains related records and information.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

May be assigned or reassigned to any location within the department.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Three (3) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered; or any combination of equivalent experience and education. Examples of relevant experience include community and or recreation programming work.

LICENSING AND CERTIFICATIONS:

Ability to obtain First Aid/CPR Certification or certifications specific to area of assignment.

KNOWLEDGE & SKILLS:

Knowledge of basic operations in assigned areas of responsibility; record keeping methods and procedures; customer service principles; modern office procedures and inventory maintenance principles. Skill in providing customer service; using a computer and related software applications; maintaining records; operating modern office equipment; monitoring and maintaining inventory; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, extreme temperatures, and intense noises.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.