

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION Recreation Programmer - Parks & Recreation

SALARY RANGE TPOAM Grade I Salary Range: \$43,529 - \$53,578
Excellent benefit package, including medical, dental, vision, defined benefit pension; holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Develop new and enhance existing recreation programming to meet the needs of the Southfield community; develop program budgets; prepare program reports.
- Responsible for coordination and scheduling all aspects of various recreation programs, including camps, special events, and other city-wide programs.
- Participate with Marketing Analyst and other staff to promote recreation programs, write news releases, design brochures, and other public relations activities.
- Participate in recruiting and interviewing seasonal and non-career staff.
- Train, lead and evaluate seasonal and non-career staff.
- Coordinate equipment, supplies, and materials necessary for safe and efficient handling of programs.
- Coordinate registration of participants; Resolve concerns and problems related to programs, staff, and participant issues.
- Represent the department and the City of Southfield with enthusiasm and integrity. Maintaining a high level of customer service and professionalism.
- Represent the department with involvement in local, regional and state groups directly affiliated with job responsibilities.
- All other duties that apply.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree or equivalent in Recreation or related field.
- Two or more years recent full-time experience in recreation programming.
- Organizational skills necessary to coordinate diverse, simultaneous programs.
- Required to learn and become proficient with Active, Registration Software and Eden, Purchasing Software
- Must be proficient with Microsoft products.
- Desirable candidates will have a proactive, public service attitude along with excellent communication skills.
- Supervisory ability and experience.
- Must have a valid driver's license and a good driving record.
- MRPA certification or ability to obtain certification within one year of employment is desirable.

Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. The selection process will include a review of the applicant's qualifications, driving record and criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com

City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 p.m.

Friday, January 11, 2019

Current TPOAM members who wish to be considered for this position must apply by 10:00 A.M. January 2, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: December 20, 2018



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.