DRAFT

New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE
RECREATION ADMINISTRATOR II
NORDC SPECIAL PROGRAMS DIRECTOR)
(CLASS CODE 6156)

ENTRANCE SALARY:
$52,431 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: (2 weeks)

KIND OF WORK:

Professional, administrative and supervisory work leading a team of managers responsible for the development and implementation of a wide range of programs, providing structured cultural, social, educational and recreational programming to New Orleanians of all ages and abilities. Work also includes:

- Hiring, developing, and managing a staff of Program Managers responsible for developing and implementing a wide range of programs at NORDC facilities, in compliance with all NORDC policies and industry best-practices.
- Providing information, alternatives and recommendations to NORDC leadership for the development of policies, procedures, and systems that enhance the experiences and opportunities of both NORDC staff and program participants.
- Developing a strategic and well-designed calendar of programming that provides city-wide access to educational opportunities, cultural instruction and events, and other initiatives designed to connect NORDC with neighborhoods.
- Providing strategic guidance to program managers to optimize the impact of youth and teen programming across all parts of the city, and throughout the calendar year.
- Administering a multimillion dollar budget and maintaining accountability for all reports, reconciliations, and expenditures.
- Providing recommendations to NORDC leadership on programmatic priorities and funding needs.
- Working with the NORD Foundation to secure funding through grants, sponsorships, and partnership agreements.
- Collaborating with the marketing department to develop a solid marketing program including production of quality print materials, social media initiatives, local radio/print advertising, and press releases.
- Collaborating with Capital Projects in the design, build, and renovation of NORDC facilities, linking form with function to ensure the highest return on Capital investment; and related work as required.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

MINIMUM QUALIFICATION REQUIREMENTS:
A bachelor's degree and four (4) years of professional exempt (salaried) level experience in a community recreation program, outdoors program, or youth development program. Professional experience is gained after the receipt of a Bachelor's degree. At least three (3) years of this experience must have been supervisory, including responsibility for budget preparation and development. A Master's degree may be substituted for two (2) years of non-supervisory experience.

Announcement No.

*A Master's Degree from an accredited college or university may be substituted for one (1) year of the required experience, but not for the supervisory experience.

Note: All applicants must complete a special Management Development Supervisor I work history form supplied by the Civil Service Department by the date provided on the form.

KIND OF EXAMINATION:

A written examination, weighted 33%, rating of training and experience, weighted 33%, and a structured oral interview, weighted 34%. In the event there are fewer than four (4) qualified applicants, the examination will consist of a qualifying written exam and a rating of training and experience, weighted 100%. Credit will only be given for related experience gained within the last ten (10) years.

The written test is designed to measure: Basic Management Principles, Decision-Making & Organizing, Interpersonal Skills, Written Communication and Mathematics.

This is an original entrance examination.

DOMICILE requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. **Criminal history will not automatically disqualify a candidate.**

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

?OINTING AUTHORITY/REPRESENTATIVE _____

APPROVE/DISAPPROVE (CIRCLE ONE)

DATE_____

COMMENTS_____

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to non-active classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.