

DRAFT



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

RECREATION PROGRAMMING ASSISTANT
(CLASS CODE 6149)

ENTRANCE SALARY:

\$28,882* PER YEAR

FINAL DATE FOR FILING APPLICATIONS:

KIND OF WORK:

Under supervision of a Programming Manager responsible for performing a variety of duties relative to daily programmatic administrative, support tasks and facility set-up for NORDC. Position performs routine and non-routine tasks requiring considerable on-the-job training and/or specialized skills. Jobs at this level may require some discretion in judgment, analysis, and decision-making. Work also includes:

- Conducting a variety of program activities for youth, families, teens, or divisions;
- Coordinating and assists with programs at facilities, in the parks, at recreation centers or other community facilities;
- Ordering supplies for the departmental division assigned to;
- Assisting in training and placement of temporary employees and volunteers;
- Distributing program promotional material and utilizing social media for promoting programs;
- Involving self with community agencies related to NORDC programming;
- Developing partnerships for programmatic activities and/or expansions;
- Developing and maintain relationships with schools and Neighborhood Associations;
- Attending meetings and acts as a liaison between NORDC, schools, neighborhoods, and organizations, along with current and potential programming partners;
- Executing room set ups, including arranging furniture, setting up audio visual and recreational equipment and assisting with last-minute room set up changes;
- Maintaining and/or assisting in maintaining NORDC aesthetics including detailing, vacuuming, cleaning tables and equipment and performing sundry trash pick-up;
- Identifying maintenance concerns and submits work orders for repairs;
- Assisting with the preparation of various programming reports;
- Working cooperatively following directions of lead Recreation staff;
- Explaining and enforcing all safety and procedures and regulations;

- Preparing incident reports, registration forms, work order requests as instructed, and other types of paperwork;
- Providing assistance and support to program staff and participants as needed; and performing related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS:

EITHER: A Bachelor's Degree with a major in Recreation, Parks Administration, Leisure Activities, Health, Physical Education, Fine Arts, or Performing Arts or related field.

OR: High school graduation and four (4) years of experience in the coordination of recreational programs or recreation management.

OR: Permanent or probationary status as a Recreation Leader II, Recreation Center Assistant II, or Recreational Site Facilitator II and two (2) years of experience in those classifications.

Official high school transcript or diploma must be presented within two (2) weeks of application.

A résumé must be submitted within two (2) weeks of application.

This position requires a six-month probationary period.

END OF EXAMINATION:

A rating of training and experience weighted 33% and a structured oral interview, weighted 67%. In the event there are fewer than four (4) qualified applicants, the examination will consist of a rating of training and experience, weighted 100%. In this event credit will only be given for related experience gained within the last ten (10) years.

This is an original entrance examination.

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

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No.

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.

APPOINTING 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.

EDICAL 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.