



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

RECREATION PROGRAMMING MANAGER
(TEEN PROGRAM MANAGER)
(CLASS CODE 6153)

ENTRANCE SALARY:

\$46,306 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Friday, January 24, 2014

KIND OF WORK:

Leads the development and implementation of a wide range of programs, providing structured recreational, cultural, and educational experiences to the teens of New Orleans, including but not limited to an extensive summer camp program, as well as programming and special events throughout the year that leverage NORDC's broad base of facilities and community connections in order to maintain and expand thoughtful and aspirational programming. Work also includes:

- Developing and managing high quality, creative programming for teens ages 13-19
- Administering a budget of \$2M+ and maintain accountability for all reports, reconciliations, and expenditures.
- Planning, scheduling, and coordinating all NORDC teen programming.
- Accurately tracking programming data and produce reports as needed
- Planning and managing the NORDC Summer Teen Camp program:
 - Complying with, overseeing, and reporting teen stipend guidelines and procedures
 - Effectively project-managing and communicating to a broad base of stakeholders and partner organizations
 - Developing and conducting training and orientation sessions for Programmatic Partners
 - Developing and managing reporting procedures for all camp locations and Programmatic Partners
 - Personally visiting each camp location and stay fully informed on all compliance issues throughout the summer season

- Keeping NORDC leadership fully informed on summer camp issues and accomplishments
- Responding quickly and professionally to all inquiries and complaints from camp participants, parents, and Programmatic Partners
- Supervising, training, and approving payroll for Teen Programming staff.
- Managing Teen Programming procurement in accordance with City and NORDC policies
- Collaborating with NORDC Marketing Director to ensure that all marketing collateral are accurate, timely, and professional.
- Collaborating with NORDC Recreation Centers Director to plan and coordinate logistical details for multiple events.
- Collaborating with the NORDC Foundation to secure funding through grants, sponsorships, and partnership agreements.
- Interacting with local, regional, and national teen-development organizations, and community organizations to establish robust partnerships and youth-focused collaborations.
- Representing NORDC and the City of New Orleans in an informed and professional manner.
- Maintaining effective communication with participants and parents.
- Working well with all NORDC divisions, as well as internal and external customers, while maintaining a high level of service delivery and cross-functional collaboration; and performing related duties as required.

MINIMUM QUALIFICATION REQUIREMENTS:

EITHER: A bachelor's degree with major in Recreation, Parks Administration, Leisure Activities, Health Physical Education, Fine Arts, Performing Arts or related field and two (2) years of full-time professional work with the final responsibility for planning, coordinating, and implementing a complex, multi-faceted program in recreation, community based seniors/special needs, cultural, and/or fine arts programming or related area. At least one (1) year of this experience must have been supervisory. Professional experience is gained after the receipt of a Bachelor's degree.

OR: A Bachelor's degree and three (3) years of full-time professional work with the final responsibility for planning, coordinating, and implementing a complex, multi-faceted program in recreation, community based seniors/special needs, cultural, and/or fine arts programming. At least one (1) year of this experience must have been supervisory.

ORIGINAL COLLEGE DIPLOMA SPECIFYING DEGREE OR OFFICIAL COLLEGE TRANSCRIPT MUST BE PRESENTED WITHIN TWO (2) WEEKS OF APPLICATION.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

December 24, 2013

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Appropriate volunteer experience which can be documented by a recognized volunteer agency will be accepted at the rate of 40 hours of experience for each week of work. Applicants must submit a written statement from the volunteer agency specifying the number of hours worked and describing the duties of the job.

KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is an original entrance and promotional 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.

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.

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 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

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.