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| City of Happy Valley Logo | **CITY OF HAPPY VALLEY****invites applications for the position of:****Parks & Recreation Coordinator (Program Technician I)** |

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| **SALARY:** | $20.07 - $26.21 Hourly$41,745.60 - $54,516.80 Annually |
| **DEPARTMENT:** | Community Services & Public Safety |
| **OPENING DATE:** | 05/10/22 |
| **CLOSING DATE:** | 05/22/22 11:59 PM |
| **DESCRIPTION:** |
| Happy Valley Parks and Recreation is looking for a Parks & Recreation Coordinator. We are seeking a qualified individual who is energetic, enthusiastic and reliable to join our team. This individual will assist with recreational programming, park reservations and community events.  **Starting compensation within the salary range depends on experience. The salary range will increase 3% - 4% for a cost of living adjustment on July 1st.****About Happy Valley:**Happy Valley is known for its wonderful neighborhoods that have an abundance of parks, open spaces, and meandering trails. Our residents take great pride in the community and come together throughout the years at an annual Fun Run, summer concert series, 4th of July Festival, Harvest Fest, Tree lighting and many other community-driven events. As the community grows, we're building a city where family-friendly neighborhoods meet a world-class economy. Happy Valley's business community is rapidly emerging, creating vibrant centers throughout town.Happy Valley is looking to the future. Once a small community in as recently as the early 2000s, the City has rapidly developed toward being a medium-sized City for the Clackamas County area and there is a lot changing in the community and in our organization. Happy Valley has the vision and heart to be a leader in the region.As an employer, the City of Happy Valley strives to provide a collaborative working environment that allows access to all city employees, across all departments. We maintain a current technological platform for our staff to provide the most efficient services to our residents and business owners.Come and join us as we serve this great community together!     **GENERAL PURPOSE**Under close supervision, performs a variety of routine tasks for recreational programming, park reservations and community events.**DISTINGUISHING CHARACTERISTICS**The Program Technician I position is distinguished from the Program Technician II by performing routine clerical and field support for the Community Services Department. The Program Technician I works under close supervision from the Program Supervisor.  The Program Technician I will process registrations and transactions, perform various clerical duties, assist with group activities for diverse audiences, assist the public in processing payments and/or applications, perform cashiering functions by receipting, balancing, and depositing revenues. |
| **EXAMPLES OF ESSENTIAL DUTIES:** |
| **ESSENTIAL DUTIES AND RESPONSIBILITIES**Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.1. Assists to develop, adapt, promote, and implement recreation programs, services, activities and events in various program areas:
	* Youth, Adult and Senior programs, camps and clinics.
	* Community Engagement & Activities: Arts and Crafts in Parks, Nature-based Learning Programs, First Aid/CPR Courses, Life-skills Instruction and Education.
	* Community & Special Events: 4th of July Festival, Movies in the Park, Fun Runs, Summer Concerts, National Night Out, Oktoberfest, Tree Lighting, etc.
2. Collaborates with community agencies, local businesses, and other organizations towards the development of cooperative programming.
3. Interacts in a positive and professional manner with the general public, City staff, program participants, community groups and local businesses.
4. Performs outreach to the community and local businesses to promote, expand, and support engagement in recreation programs. Serves as Brand Ambassador for Happy Valley Parks and Recreation.
5. Assists direct supervisor and Parks and Recreation Director with aspects of contract administration and implementation for recreation programs and special events.
6. Prepares professionally written documents for program materials, scheduling, meetings, training, and other communications.
7. Performs administrative tasks in support of department operations and interacts directly with patrons and the public to assist in park reservations, sports field reservations and activity program registration.
8. Proficiently utilizes the department's recreation software system and point of sale platform to complete electronic processes and procedures.
9. Maintains punctual, regular, and predictable attendance.
10. Works collaboratively in a team environment with a spirit of cooperation.
11. Follows all safety rules and procedures established for various work areas.
12. Follows policies, procedures, and guidelines as described in department directives and other documentation related to this position.
13. Assist and support the City to identify and provide services to all members of the community and remove barriers to those services.
14. Perform other duties as assigned.

 **MINIMUM QUALIFICATIONS****Knowledge of:*** Recreational programming, park reservations and community events.
* Collecting payments and cashiering.
* Office administrative practices and procedures, including recordkeeping and filing practices and procedures.
* Principles and practices of sound business communication; proper English usage, including spelling, grammar and punctuation.
* Ability to become knowledgeable concerning City organization, rules, policies and procedures.
* Basic functions of public agencies, including the role and responsibilities of a public entity.
* Computer equipment and uses of word processing, spreadsheet, graphics, database and other software.
* Techniques for providing a high level of customer service to public and City staff, in person, in writing and over the telephone.

**Ability to:*** Effectively engage with community partners, vendors and sponsors.
* Clearly and accurately interpret documents, policies, and procedures.
* Effectively communicate accurate information both orally and in writing.
* Interact tactfully and effectively with the public.
* Make decisions based on regulations and established policies and procedures.
* Work independently, quickly, and accurately with close attention to detail in an atmosphere of frequent interruptions and changing priorities.
* Operate a computer and word processing software and other standard office equipment.
* Accurately and efficiently process applications and payments.
* Organize, set priorities and utilize sound independent judgment within areas of responsibility.
* Compose correspondence, prepare documents and make arrangements from brief instructions.
* Prepare clear, accurate and concise records and reports.
* Understand and carry out oral and written instructions.
* Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
* Work collaboratively with people from all backgrounds.
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| **TYPICAL QUALIFICATIONS:** |
| **Training and Experience:**A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and preferably two years work experience in event planning and/or municipal recreation programming or closely related field; or an equivalent combination of training and experience.**Licenses; Certificates; Special Requirements:*** A valid state driver's license with an acceptable driving record is required. Incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.
* Requires Microsoft Office proficiency.
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| **SUPPLEMENTAL INFORMATION:** |
| **WORKING CONDITIONS**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.  * This position requires mobility, daily walking, reaching, standing, talking, hearing and seeing. May be required to stand for long periods of time, up to full length of shift; walk over rough terrain, up and down inclines, stairs, on paved and unpaved surfaces, and over long distances.
* Occasionally lifts and moves heavy objects weighing up to 40 pounds.
* Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computers and other standard office equipment.
* This position requires a variable schedule at times to accommodate meetings and events on evenings, weekends, and holidays.
* Occasional travel to meetings and/or conferences.
* Occasionally deals with distraught or difficult individuals.

Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirement for the job, the limitations related to disability and the ability of the City to accommodate the limitation.  **Pre-Employment Requirements*** Reference Checks
* Background Check
* Driving Record Check

**How to Apply****To be considered for this employment opportunity complete the online application and submit:*** **Resume**
* **Cover letter**Any offer of employment would be contingent upon a criminal background check, driving record check and positive references. Happy Valley is an equal opportunity and at will employer. The City of Happy Valley provides Veteran's Preference to those candidates that identify themselves as a Veteran of the United States Armed Forces and provides a legible copy of their DD214 or DD215, and Veteran Affairs letter of disability if applicable, with their application materials.Please send questions about this position or selection process to Ivy Markesino, Human Resources Director at 503-886-8426 or imarkesino@happyvalleyor.gov.
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| APPLICATIONS MAY BE FILED ONLINE AT:[Job Opportunities | Sorted by Job Title ascending | City of Happy Valley Career Pages (governmentjobs.com)](https://www.governmentjobs.com/careers/happyvalleyor)16000 SE Misty DriveHappy Valley, OR 97086(503) 886-8426imarkesino@happyvalleyor.gov | Position #22-005PARKS & RECREATION COORDINATOR (PROGRAM TECHNICIAN I)IM |