Parks and Recreation Department
Recreation Specialist Recruitment – 2 positions

The City of Folsom Parks and Recreation Department is recruiting for two part-time Recreation Specialist positions in the Recreation Administration division. Hours worked are not to exceed 19.5 hours per week, and the total hours per fiscal year cannot exceed 999 hours. These are **non**-benefitted positions. Recruitment for these positions is open until filled. The pay range is $12 - $16, DOE.

Front Counter / Registration Position:
Under direct supervision, primarily at the front counter of 48 Natoma (Senior and Arts Center), perform a variety of general and specialized customer service functions related to Parks and Recreation.

Duties include:

- Assist the public in person or by phone, answering inquiries related to department services, programs, or operations
- Establish and maintain customer accounts
- Accurately process Activity registrations using Recreation software (RecTrac)
- Balance cash drawer with computerized report

Knowledge of:

- Basic computer operations
- Receptionist and telephone techniques
- Customer service principles and practices
- Record-keeping principles and procedures
- Modern office procedures, methods, and equipment
- Arithmetic: adding, subtraction, multiplication, division

Ability to:

- Make accurate arithmetic calculations
- Operate a telephone console
- Operate a computer terminal to input and retrieve data
- Accurately process monetary transactions
- Understand and carry out written and oral instructions
- Effective communicate verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Answer a variety of questions relating to department programs

---

Cash Deposits Position Description:
Under direct supervision, perform a variety of general and specialized cash handling functions related to the collection, reconciling, reporting, and depositing of cash receipts at several cash handling points throughout the City. This position will also be required to perform the Front Counter / Registration position.

Duties include:

- Balance cash receipts at one or more city facilities
- Using computerized accounting system, reconcile cash by individual cashier and by combined cashiers at a single facility, as well as by payment type
- Investigate Over/Short amounts and resolve in accordance with Parks and Recreation policies and procedures
- Reconcile petty cash and change drawers at individual sites
- Prepare deposit for armored car service

Knowledge of:

- Basic computer operations
- Customer service principles and practices
- Record-keeping principles and procedures
- Modern office procedures, methods, and equipment
- Arithmetic: adding, subtraction, multiplication, division

Ability to:

- Make accurate arithmetic calculations
- Operate adding machine/calculator
- Operate a computer terminal to input and retrieve data
- Locate, identify, and correct inaccurate or incomplete information
- Understand and carry out written and oral instructions
- Effectively communicate verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work