



City of Milpitas

Part-Time/Temporary

We invite applications for the position of:
Recreation Administrative Assistant

Hourly Rate: \$13.50 – \$18.00/hr.

Post Date: August 2018

Close Date: Until Filled

Location: Milpitas Recreation and Community Services

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of professionals as diverse as the city we support. We are proud to have a mixture of employees and foster an environment that honors those differences. We believe in supporting our employee's ability and desire to grow to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas Recreation and Community Services seeks enthusiastic individuals for part time Administrative Assistant for Recreation Programs at the Milpitas Community Center, Senior Center and/or Sports Center. Must be able to work between 2:00p.m. – 6:00p.m., Monday through Fridays; 20 – 25 hours/week and limited to 980 hours in a fiscal year (July 1–June 30). You may be required to work, nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

What You Will Do

Under direct supervision of a Recreation Services and Community Services Supervisor, Administrative Assistants will:

- Answer phone and email inquiries related to Recreation programs
- Assist with filing and various office related projects
- Assist with light cleaning in the fitness rooms, locker rooms and gym
- Have knowledge of ActiveNet Software for program registration, and memberships
- Assist with facility and park rentals, assist with customer inquiries and concerns and other related duties
- Set up adult sports drop in equipment (basketball nets, volleyball nets, pickle ball)

The essential functions of this position include:

- Maintaining a professional front desk environment
- Acting immediately and appropriately to ensure customer satisfaction
- Performing various cleaning and maintenance duties as directed to maintain a clean and safe facility



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- Preparing and maintaining reports
 - Understanding and enforcing of facility rules, policies and procedures, demonstrating leadership, public relations and decision-making skills
 - The individual must be able to represent the City of Milpitas Recreation and Community Services in a professional manner and follow the City's and Recreation and Community Services' policies and regulations.

Experience and Education

Recreation Administrative Assistant

- Minimum age at time of hire is 18 years old.
- Ability to work independently and possess energy and enthusiasm.
- Must have one year experience of clerical or customer service experience.
- Must have current certification in American Red Cross Community, CPR, First Aid and AED Training, or within 60 days of hire date.

License and Other Requirements

Upon selection, additional requirements include:

- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Benefits

N/A

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.