



# Conejo Recreation & Park District

HILLCREST CENTER 403 WEST HILLCREST DRIVE, THOUSAND OAKS, CALIFORNIA 91360-4223  
PH: (805) 495-6471 FAX: (805) 497-3199 www.crpdp.org

## EMPLOYMENT OPPORTUNITY

### **RESERVATIONS COORDINATOR**

**Open / Promotional (one full-time position)**

**Salary Range (5 steps): \$30.31 - \$36.85/hour; \$5,254 - \$6,387/month**

**Final Filing Date: Friday, September 27, 2024, 5:00 p.m.**

**Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr) (Follow link to CalOpps)**

*(Cover Letter and Resume required to be submitted as attachments with application)*

Under general supervision, monitors and maintains the District's central reservation system and maintains schedules for outdoor facilities including fields, parks and picnic areas; and performs other related duties as assigned.

#### **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains reservation system for the District comprising of outdoor and indoor spaces; manages mobile staging and equipment to include establishing reservation reschedules, posting schedules online, and providing direct oversight of outdoor space usage.
- Responds to online, telephone and in-person inquiries from the public and co-workers, receives web and paper reservation applications, reviews applications for proper use of space according to District guidelines, determines approval/rejection of applications, notifies applicants of decisions, and files documents for recordkeeping.
- Assists in authorizing permits for private and public entities, reviews permit holder's evidence of insurance, submits and files insurance forms.
- Accepts payments from permit holders including deposits for space, processes payments for accounting purposes, obtains information on after-use condition of facilities, determines amount of refunds, providing justification as needed if part or all of refund is withheld, and processes deposit refunds as appropriate.
- Accurately processes monetary transactions including credit card transactions, issues receipts, reconciles cash and receipts, and prepares bank deposits.
- Researches, studies and interprets city and District rules and regulations related to use of public facilities, provides expert knowledge of space availability, codes and ordinances to the public on use of facilities.
- Assists with troubleshooting issues related to functionality of reservation software program, receives feedback on reservation system, and proposes modifications to program to enhance user experience.
- Distributes printed and posted material related to reservations in marketing efforts.

#### **Other Duties and Responsibilities**

- May drive a District or personal vehicle.
- Participates during disasters or when emergency response is needed.
- Non-exempt employees may be required to work overtime.
- Performs other related duties as assigned.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Education/Experience:** A typical way to obtain the knowledge and abilities would be: an associate degree from a two-year college and one year of increasingly responsible clerical experience with frequent public contact; or an equivalent combination of education and experience.

## Reservations Coordinator continued . . .

**Language Ability:** Ability to read, interpret and relay information obtained from documents such as ordinances relating to public use of facilities, understand operating instructions in spoken and written formats, and execute protocols and apply standard procedures per manuals. Ability to communicate effectively in written and oral forms. Ability to write routine reports and interact with the public in a positive manner. Ability to speak Spanish is desirable

**Math Ability:** Ability to use basic math to perform tasks such as addition, subtraction, multiplication and division in all units of measure, using whole numbers and common fractions and decimals, and prepare bank forms.

**Reasoning Ability:** Ability to exercise common-sense understanding to carry out instructions provided in written or oral form. Ability to synthesize necessary information related to encounters with the public and District customers in the course of work.

### **Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.
- Proof of negative TB skin test.

**Other Required Skills:** Proficient use of Microsoft Office Suite including Word and Excel, type on a standard keyboard, navigate various office computer applications, operate a calculator, fax machine and other office equipment.

**Supervisory Responsibilities:** The position has no supervisory responsibilities. This position may direct the activities of contract workers during peak periods and volunteer staff.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to typical office noise as well as moderate environmental noise.

**Physical Demands:** The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms, talk or hear telephone and in-person conversations, and view small fonts on printed material or a computer screen. The employee is occasionally required to stand; walk; stoop, kneel, crouch or crawl and is required to lift, push, or pull up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close vision; peripheral vision and the ability to adjust focus.

### **Selection Process**

Apply online at: [www.crpdp.org/jobs](http://www.crpdp.org/jobs) (follow link to [www.calopps.org](http://www.calopps.org), Member Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes are encouraged and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

## Reservations Coordinator continued . . .

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview.

All applicants will receive a written response to their standing in the selection process.

**NOTE:** THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

### **REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

*Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*

***Position subject to pre-employment physical and Tuberculosis clearance***