

PARA-PROFESSIONAL/TECHNICAL WORKER

NATURE OF WORK

This is temporary, part-time, para-professional/technical work in the unclassified service performing miscellaneous services which require previous experience and/or specialized training.

Work involves responsibility for assisting in various para-professional and/or technical duties which require knowledge and application of fundamental para-professional and technical principles, practices and techniques of the particular profession involved. Work is performed in accordance with the established procedures of the department assigned with varying supervision dependent upon the particular work assignment. Work may include supervisory duties. Time of employment may vary from one hour to full-time employment for a limited period of time. Employees in this classification will be limited to pay for time actually worked with no eligibility for benefits received by classified employees.

EXAMPLES OF WORK PERFORMED

Performs assigned duties in a senior level capacity including directing a variety of recreational activities at playgrounds/recreation centers and camps; organizing and directing hobby and youth groups; and conducting activities such as men's and women's sporting events and handicrafts.

Acts as an experienced labor crew chief supervising the activities of subordinate laborers performing a variety of manual and technical tasks.

Performs various intermediate-level administrative and research duties that have a direct benefit to the City; prepares special reports concerning assigned area; conducts surveys and collects data to be used in administrative, fiscal, budgetary and procedural analysis.

Acts as a swimming pool attendant performing a variety of tasks including: issuing tickets; collecting money; and cleaning swimming pool and surrounding facilities and grounds.

Acts as a lifeguard performing emergency life saving techniques at a municipal swimming pool in the event of an emergency.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the area to which assigned.

Knowledge of fundamental para-professional and technical principles, practices and techniques of the profession employed by the department to which assigned.

Some knowledge of research techniques, methods and procedures.

Ability to apply the para-professional and technical principles, practices and techniques of the

profession to which assigned.

Ability to analyze, interpret and submit oral and written reports.

Ability to successfully perform the duties to which assigned.

Ability to successfully supervise subordinate employees.

Ability to establish and maintain effective working relationships with governmental officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Sufficient training and experience, as well as the ability to perform the duties to which assigned.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license is deemed appropriate for the position as determined by the appointing authority.

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