



INVITES APPLICATIONS FOR THE POSITION OF

SCOREKEEPER (FACILITY ATTENDANT II)

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Open Until Filled

SALARY

\$12.00 - \$17.30 per hour (placement in range dependent on experience and qualifications)

This is a part-time seasonal position that averages up to 10-15 hours per week.

THE POSITION

The Scorekeeper maintains the score and operates the scoreboard during adult softball and basketball games.

The City's Parks and Community Services Department is looking for dependable, personable self-starters to serve as Scorekeepers for the City's Adult Softball Leagues (Fallon Sports Park) and Adult Basketball Leagues (Stager Community Gymnasium). This position reports to a Recreation Supervisor. Typical duties include: scorekeeping, operating a scoreboard, ensuring facilities are properly set up for leagues, cleaning up after events; and reporting results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. 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.

- Scorekeeping and scoreboard operation during adult softball and basketball games.
- Oversees the proper use of a community recreational facility.
- Assists the public and staff in their use of the facility.
- Sets and cleans up community recreational facilities.
- Issues and controls equipment and supplies.
- Assists with report preparation and record keeping.
- Keeps restrooms well stocked with paper towels, tissues, etc.
- Performs a variety of custodial tasks.
- Empties garbage throughout the facility as necessary.
- Secures the facility upon leaving.
- Other duties as assigned.

QUALIFICATIONS

Training and Experience:

Facility Attendant II - Should have completed tenth grade, be at least 17 years old, and have some experience in scorekeeping baseball/softball and basketball, and possess a valid California Class C Driver's License and a Certificate of Automotive Insurance for Personal Liability.

Knowledge Of:

- Principles and practices of standard safety precautions.
- Operational characteristics of the assigned program.
- English usage and vocabulary.
- Customer service techniques.

Ability To:

- Perform heavy physical work including the lifting and moving of tables and chairs and bases.
- Follow written and oral instructions.
- Deal effectively and courteously with the public.
- Instruct and enforce safety rules.
- Exercise good judgement.

Licenses, Certifications, Special Requirements:

1. Candidates under 18 must provide a valid work permit.
2. A valid California Class C Driver's License
3. Current certification in First Aid and CPR is desirable.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal Positions.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures. On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while assisting in leading recreation activities; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift or carry weight of 50 pounds or less.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

SUPPLEMENTAL QUESTIONNAIRE

In order to continue in the City's recruitment process, you are required to respond/complete the following Supplemental Questions online:

Question 1

The Facility Attendant II is a Part-Time, Temporary-Seasonal position with no benefits. Hours may vary from week to week. The Parks and Community Services Department has multiple opportunities for various shifts. Please indicate your availability below:

WEEKENDS:

Sundays - 3:00 PM – 9:45 PM (Adult Basketball)

WEEKDAYS:

Mondays - 6:00 PM – 9:45 PM (Adult Basketball)

Tuesdays - 6:15 PM – 10:30 PM (Adult Softball)

Thursdays - 6:15 PM – 10:30 PM (Adult Softball)

Question 2

Please describe your work or volunteer experience with baseball/softball and basketball scorekeeping.

Question 3

How does this job fit with your current work and/or school situation?