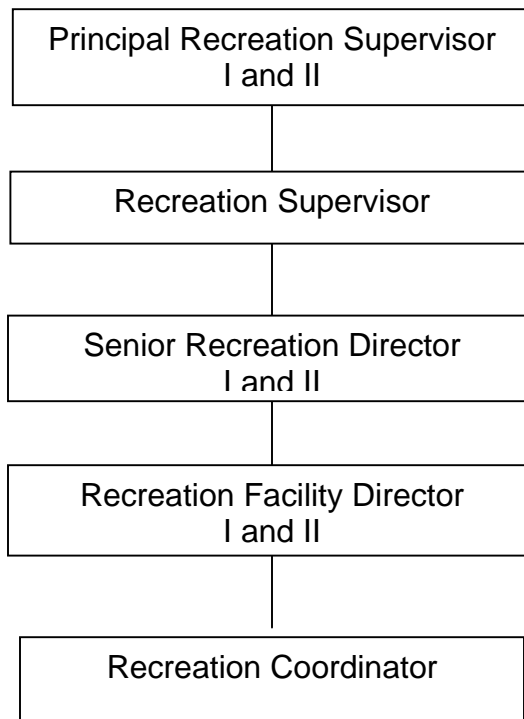


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR RECREATION COORDINATOR

This information is being given to you to describe potential opportunities as a Recreation Coordinator. The career ladders that Recreation Coordinators most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Recreation Facility Director (Paygrade I and II)

Duties: Formulates, organizes and conducts a comprehensive program or recreational activities for adults and children at a City recreation facility; develops, implements and coordinates fund raising activities and events; accounts for, keeps records of and transmits funds collected from the public; and administers and manages the Municipal Recreation Program account; or acts as Director-In-Charge of larger, more complex facilities; assists the Recreation Supervisor in coordinating a broad range of region or City-wide events; conducts

in-service training; acts in the absence of the Recreation Supervisor, assigns, reviews and evaluates the work of subordinates engaged in conducting community recreation activities; applies sound supervisory principles and techniques in building and maintaining an effective workforce, fulfills equal employment opportunity responsibilities; and does related work.

Requirements: Graduation from a recognized four-year college or university and two years of full-time paid experience providing recreation and leisure services for an agency or organization that conducts professional recreation programs.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (213) 847-9240 to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.