

City of Isanti
POSITION DESCRIPTION

Summer Events and Park Assistant

DEPARTMENT: Community Development
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Parks and Recreation Coordinator
SUPERVISES: None

DEFINITION:

This position will assist the Parks and Recreation Coordinator and other city staff with all areas of Parks and Recreation Department including, but not limited to, City event planning, preparation, and advertising, maintaining the Isanti Community Garden and planning the annual Mayors luncheon.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist Parks and Recreation Coordinator with all areas of summer Parks and Recreation Department operations.
- Event preparation and implementation.
- Event staffing, planning, and organizing.
- General parks and community garden maintenance including weeding.
- Marketing and communication such as event promotions and city newsletter articles including social media.
- Community engagement.
- Assist with grant writing and mailings for public notices.
- Assist with Economic Development marketing tasks.
- Plan and organize the annual Mayors luncheon.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, phones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Excellent communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Ability to multi-task and maintain a positive attitude.
- Professional and respectful while working with elected officials, the public and staff.
- Ability of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to communicate effectively with other elected officials and the public.
- Ability to operate a PC, software including but not limited to Word, Outlook, Excel, etc, and meet reasonable typing speed standards.
- Knowledge and/or experience in publication/design software programs such as Canva.
- Knowledge of internet / website / social media usage and operation.
- Ability to work with non-public data in a confidential manner.
- Ability to weed and maintain gardens.

MINIMUM QUALIFICATIONS:

- High school degree or equivalent.
- Experience with Microsoft Windows Office, and Canva.
- Valid MN drivers license.
- General knowledge of essential job duties.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver’s License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is temporary flexible Monday-Friday. Hours are subject to current need and availability.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office and outdoors in gardens or community events in the summer. Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain. Various weather conditions including rain, humidly, hot, or cold days may be encounter.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions

Activities that will **occur frequently**, 2-5 hours: problem solving, kneeling in gardens, written communication, interpersonal skills, standing

Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination

Activities that **occur infrequently**, less than 1 hour: bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date