

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: September 26, 2018

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 5. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

REVISED

1. Youth Development Assistant

The above classification specifications were revised at the request of the department.

RECOMMENDATION

The City recommends approval of the revised classification specifications.

YOUTH DEVELOPMENT ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of entry-level technical tasks in support of youth development programming throughout the city.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

May receive functional and technical supervision from Senior Youth Development Specialist.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provides general support to staff responsible for implementing age appropriate programs, curriculum and special events for children enrolled in Safekey and other out-of-school time programs, including programs to improve literacy, nutrition, health, self-esteem and social interaction.
2. Assists with developing activities in an assigned specialized youth development program area; implements approved programs.
3. Assists with operations of satellite facilities; travels to satellite sites as needed. Conducts regular site visits and monitor for function, safety and equipment issues; address or report issues; recommends improvements as necessary.
4. Assists with monitoring site activities from remote location and responds to unusual events and activities as needed. Handles routine inquiries and complaints from start through resolution in an efficient and timely manner.
5. Answers phones and takes messages; keeps accurate attendance records; collects fees for classes and events; prepares cash collection reports and deposits; assists in entering Participant Information Form information.

CITY OF LAS VEGAS
Youth Development Assistant (Continued)

Essential Functions (continued):

6. Assists with department Financial Aid Program; assists in filing and scanning paperwork including weekly attendance forms, participant information forms, fire drill logs, receipts, snack sheets and end-of-month reports; assists in self-monitoring review of compliance at sites.
7. Assists with maintaining a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, and other general clerical work.

Marginal Functions:

1. May provide instruction for classes, activities and programs.
2. Assists with opening and closing Safekey sites and other out-of-school time programming sites; and setting up and taking down equipment and supplies as necessary, ensuring that equipment is in good working order and easily accessible.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Activities of recreation, education, and/or youth development programs.
General office procedures, methods and equipment.
English usage, spelling, grammar and punctuation.
Methods of providing customer service, both in person and on the phone.
Basic methods of record keeping.

Skills in:

Organizing numerous details of a program.
Operating a computer.
Operating a cash register or cash box.
Maintaining records and reports.

Ability to:

Interact effectively with all ages.
Demonstrate effective problem solving skills.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

CITY OF LAS VEGAS
Youth Development Assistant (Continued)

Competencies:

Core Workforce Competencies

Professionalism – Demonstrates core values by being honest, respectful and positive.

Effective Communication – Expresses verbal and written thought in a clear and understandable manner.

Customer Focus – Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability – Able to effectively modify behavior to suit changing workforce demands.

Problem Solving – Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships – Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise – Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

One year of full-time experience in education, child development, youth programming, or recreation. Experience in youth development programs is desirable.

Training:

Equivalent to graduation from high school.

Associate's degree from an accredited college or university in education, child development, public administration, recreation management, or a field related to the essential functions is preferred.

Licenses and Certifications

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of First Aid/CPR/AED certificate is preferred but not required.

Special Requirements

Fluency in Spanish is preferred.

CITY OF LAS VEGAS
Youth Development Assistant (Continued)

WORKING CONDITIONS:

Environmental Conditions:

Office and both indoor and outdoor environments; travel from site to site; exposure to computer screens; occasional exposure to noise and inclement weather conditions.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SB

REV 8/8/18

FLSA & City: nonexempt

CSB 9/26/18

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ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. ~~Works with~~Provides general support to staff responsible for ~~to~~implementing age appropriate programs, curriculum and special events for children enrolled in Safekey and other out-of-school time programs, including programs to improve literacy, nutrition, health, self-esteem and social interaction. ~~Evaluates activities and programs for content, techniques and special problems; recommends and implements improvements.~~
2. Assists with developing activities in an assigned specialized youth development program area; implements approved programs.
3. Assists with operations of satellite facilities; travels to satellite sites as needed. Conducts regular site visits and monitor for function, safety and equipment issues; address or report issues; recommends improvements as necessary.
4. Assists with monitoring site activities from remote location and responds to unusual events and activities as needed. Handles routine inquiries and complaints from start through resolution in an efficient and timely manner.
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CITY OF LAS VEGAS
Youth Development Assistant (Continued)

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1. May provide instruction for classes, activities and programs.
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SB

~~NEW 5/3/2018~~REV 8/8/18

FLSA & City: nonexempt

CSB 5/23/18