

Parks and Recreation Administrative Office - Park Attendant (Seasonal) Job Bulletin

Title: Park Attendant (Seasonal)

Salary: \$15.79 – \$17.41 / hour (depends on relative experience and/or education)

Location: Parks and Recreation Administrative Office – 5500 Overland Ave Suite 400, San Diego CA 92123

Bulletin: The Department of Parks and Recreation is seeking energetic, flexible and motivated person interested in working approximately 25-40 hours per week dependent on availability and need. This position is a great opportunity for an individual interested in an information technology career.

Duties may include the following:

- Conducts assessment of technology issues; investigates, troubleshoots, evaluates and resolves routine computer hardware, software and equipment problems; determines whether a problem needs to be escalated to IT service provider staff.
- Completes, reviews, and/or approves a variety of forms, including requests for hardware and software, and user access for recommendation.
- Designs website layout and content; designs and develops screens and menus; reviews and monitors content to ensure consistency with County policies and procedures; conducts ongoing website maintenance for content updates and revisions.

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Qualifications: A high school diploma and one year part-time paid or volunteer experience in working with the public in providing a service rather than delivering a product. Experience in: public relations; developing and presenting educational programs; explaining rules and regulations; housekeeping; grounds keeping; grounds maintenance; or minor construction will be considered as qualifying.

Ability to:

- Operate and maintain information technology equipment and software
- Troubleshoot a variety of routine and assignment specific desktop and network hardware and software issues and respond appropriately to customer service requests
- Establish and maintain effective working relationships with those encountered during the course of the work

This is a temporary, non-benefited position. Incumbents may receive Health insurance benefits depending upon eligibility criteria in accordance with ACA requirements. Selected candidates will be required to successfully complete a background investigation/fingerprinting and a medical/drug screen prior to employment.

Apply online: sdparks.org/jobs

Applications are accepted online or by mail only, please visit the website above to apply and for mailing address. For questions regarding this opening please contact eric.gerhardt@sdcounty.ca.gov or 858-527-9879.

