

**JOB ANNOUNCEMENT**  
**CITY OF WINNEMUCCA**  
**RECREATION DEPARTMENT**  
Recreation Specialist

The City of Winnemucca is hiring a full-time Recreation Specialist employee in the Recreation Department. The salary range for this position, effective July 1, 2021, is \$54,862-\$74,184, depending on experience. The City of Winnemucca provides excellent benefits, including PERS, paid medical, dental, and vision insurance and paid annual and sick leave.

Under the general supervision of the City Manager, this position is responsible for the overall management and implementation of the recreational programming and facility construction, operation, and maintenance functions for the organization.

Examples of essential job functions include:

- Responsible for planning, organizing, monitoring, and overseeing the construction and maintenance of all recreational facilities and activities.
- Plans, organizes, coordinates, directs, supervises and evaluates various recreation activities and programs and the day-to-day operations of the Recreation Department.
- Supervises the operation and maintenance of the recreational facilities including Bode Howard Memorial Pool.
- Coordinates and monitors specialized training of lifeguards, swim instructors, swim aides and Day Camp personnel.
- Maintenance of all organization-owned or controlled recreational equipment and facilities; develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
- Develops budget forecasts for materials, supplies, equipment, and staffing for the recreation functions; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
- Supervises recreation and pool staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate, to assigned staff.
- Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the City Manager and/or governing board.

Qualified applicants shall submit a City of Winnemucca job application to the City of Winnemucca, City Clerk-Treasurer's office. Applications may be obtained at City Hall, 90 W. Fourth Street, Winnemucca, Nevada or on the City website: [www.winnemuccacity.org](http://www.winnemuccacity.org). Applications will be accepted until May 28, 2021.

The City of Winnemucca is an equal opportunity employer. In compliance with applicable disability laws, reasonable accommodations will be provided for qualified individuals with a disability who require and request such accommodations.