

CITY OF OTHELLO



EMPLOYMENT APPLICATION

Applications will be processed only when the City of Othello has announced a recruitment and the closing date has not passed. The City of Othello will not process unsolicited applications for employment nor will it retain applications for future consideration. The City of Othello is an EEO employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

PRINT or TYPE.

APPLICANT'S NAME (Last)		(First)	(M.I.)		
MAILING ADDRESS (Number and Street)				DAYTIME TELEPHONE NUMBER	
(City)		(State)	(Zip Code)	MESSAGE TELEPHONE NUMBER	
POSITION FOR WHICH YOU ARE APPLYING				PERSONNEL USE ONLY	
1. GENERAL					
A. Are you currently employed by the City of Othello?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. Can you perform essential functions of this position with/without reasonable accommodation?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. Are you available to work evenings and weekends if necessary?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. The City of Othello is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten years, or been convicted of a misdemeanor other than minor traffic offenses within the past three years? If yes, please explain _____				<input type="checkbox"/> YES	<input type="checkbox"/> NO
E. Have you ever been dismissed or fired from a position for any reason? (A "YES" answer will not automatically bar you from further consideration--provide details in Item H.)				<input type="checkbox"/> YES	<input type="checkbox"/> NO
F. Have you ever resigned from or quit a position while under investigation or after being informed that discipline would be taken against you, or during an appeal of a disciplinary action? (A "YES" answer will not automatically bar you from further consideration--provide details in Item H.)				<input type="checkbox"/> YES	<input type="checkbox"/> NO
G. Are you legally eligible for employment in the United States?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
H. EXPLANATIONS (Please feel free to attach additional pages as necessary): Do any convictions of a crime within the last ten years involve behavior that would adversely affect job performance?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
I. Do you possess a valid Driver's License? (If "YES", fill in the information below.) State issued by: _____ Describe any applicable endorsements or restrictions:				<input type="checkbox"/> YES	<input type="checkbox"/> NO
J. Do you have any relatives who work for the City of Othello? (If "YES", provide the name(s) below.)				<input type="checkbox"/> YES	<input type="checkbox"/> NO

2. EDUCATIONA. Check the highest grade completed: ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

B. If you did not complete high school, do you have a high school equivalency diploma?

☐ YES☐ NOC. Check the number of years of post-secondary education: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

	Name and Location of Institution	Units Completed	Dates Attended	Course of Study	Degree, Diploma or Certificate Obtained
1)					
2)					
3)					
4)					
5)					

D. List below valid licenses or certificates of professional or vocational competence relevant to this application.

	License/Certificate	License/Certificate Number	Expiration Date
1)			
2)			
3)			
4)			

3. EMPLOYMENT HISTORY--Starting with the most recent, describe ALL paid, military, and applicable volunteer experience. If you do not have adequate space on this form to provide a complete work history, please attach a resume.

From	To	Job Title
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization
Address		Phone
Duties		
Reason for Leaving		

From	To	Job Title	
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	
Address		Phone	
Duties			
Reason for Leaving			

From	To	Job Title	
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	
Address		Phone	
Duties			
Reason for Leaving			

From	To	Job Title	
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	
Address		Phone	
Duties			
Reason for Leaving			
From	To	Job Title	
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	

	Address	Phone
Duties		
Reason for Leaving		

From	To	Job Title
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization
Address		Phone
Duties		
Reason for Leaving		

From	To	Job Title
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization
Address		Phone
Duties		
Reason for Leaving		

4. REFERENCES--Please list three professional references who know about your qualifications.			
Name	Address	Daytime Phone	Relationship
A.			
B.			
C.			
D. May we contact your current employer?			<input type="checkbox"/> YES <input type="checkbox"/> NO
5. MISCELLANEOUS			
A. When will you be available to start work?			
6. NOTICES			
<ul style="list-style-type: none"> • If you are employed by the City of Othello, you will be required to establish your identity and authorization to work in the United States, as required by the Immigration Reform and Control Act. • The City of Othello is a smoke and drug free work place. You may be required to complete a drug test prior to employment and may be subject to random drug testing after employment (safety sensitive positions only). • If you are unable to complete the application process due to disability, the City of Othello will provide reasonable accommodations to assist you. • Please do not submit an identification photo; if needed, we will obtain one after hire. 			
7. CERTIFICATION			
<p>I hereby certify that the information provided by me in this application for employment is true, correct, and complete. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal after hire. I understand that acceptance of an offer of employment does not create a contractual obligation upon the City of Othello to continue to employ me in the future. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons or vulnerable adults, the City of Othello is required to complete a thorough background check as authorized by the Child/Adult Abuse Information Act. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Othello official is intended to create an employment contract between the City of Othello and me. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal, employment and reference information pertinent to the position for which I am applying. I further authorize the City of Othello to rely upon and use, as it sees fit, any information received from such contacts.</p>			
NAME	Signature		Date

MAIL or DELIVER your completed application to:

City Administration Office
 City of Othello
 500 E Main St
 Othello, WA 99344



RELEASE OF INFORMATION

I certify that the information given by me to the City of Othello is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the City of Othello's interest, nor will I become engaged in such activity or business if employed.

I authorize the City of Othello to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Othello from any liability for future references it may provide regarding my work history at the City.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the City of Othello or myself. I understand that no representative of the City of Othello, other than the City Administrator or Mayor, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if the City of Othello advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any of the City of Othello's property, the City of Othello is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant

Date

CITY OF OTHELLO
JOB DESCRIPTION

JOB TITLE:	Parks and Recreation Coordinator	
REPORTS TO:	City Administrator	
FLSA STATUS:	Exempt	
CLASSIFICATION:	Non-Union	
PREPARED BY:	Tania Morelos, City Clerk	
APPROVED BY:	Shawn Logan, City Administrator	DATE: June 20, 2022
SALARY RANGE:	\$50,000-\$55,000 DOE	DATE: June 20, 2022

SUMMARY: Under the direction of the City Administrator, the Parks and Recreation Coordinator works to develop programs that offer various activities for citizen participation, i.e., seasonal sports, coaches clinics, community activities, sports camps etc. Plans, oversees, and evaluates the City's current recreation programs and identifies potential recreation programs for future development and execution. Coordinates with City and other non-profit organizations, private citizens, and community groups to plan special events, festivals, programs, and activities that promote Othello. Oversees staffing, scheduling, and supervises the daily operation of the Othello Community Pool.

INITIAL EVALUATION: The person selected for this position must complete a 12-month probationary period.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned:

1. The Parks and Recreation Coordinator during sports and summer season will regularly work evenings and is subject to call in at any time.
2. Develop relationships with community groups, organizations, and Citizens.
3. Develop, organize, and implement Parks and Recreation programs for the City of Othello.
4. Oversee activities at City Parks and Recreation facilities. Coordinate and schedule facility reservations/used by non-profit organizations, community groups, and private citizens.
5. Supervise the operation of the Othello Community Pool (staffing, training, programs, rentals, etc.)
6. Coordinate with non-profit organizations, private citizens, and local event organizers to plan special events, festivals, programs, and activities that promote Othello. Assist in the setup and take down of Parks and Recreation facilities for special events.
7. Assist in the preparation of the department budget; prepare and submit budgets for program areas; monitor budget expenditures; prepare cost estimates for maintenance, repair, and program activities; prepare and submit capital expenditure requests.
8. Develop and administer Parks and Recreation event and program advertising strategies, including the preparation of letters, advertisements, news, and press releases.
9. Hire, train, supervise, schedule, and evaluate part-time and seasonal pool personnel; assign work as necessary.
10. Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; respond to public inquiries about programs or facilities.
11. Facilitate, administer, and monitor City-wide communications through the City Clerk on the official City of Othello Facebook page.
12. Keep accurate files of events and programs, present Special Event and Facility Use Agreements to City Council.

QUALIFICATIONS: To perform this position successfully, the individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICANTS SHOULD DEMONSTRATE THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES TO:

1. Develop and administer municipal recreation programs; working knowledge of the rules of a variety of sports.
2. Learn and apply applicable federal, state and local laws, codes and regulations, including safety regulations and procedures pertaining to Parks and Recreation activities.
3. Learn and apply American Red Cross Lifeguarding standards and best practices.
4. Learn and apply the operations and daily responsibilities of aquatic centers.
5. Conduct program needs assessments to identify potential recreation programs.
6. Organize and direct recreation and/or athletic programs.
7. Establish and maintain effective working relationships with co-workers, public, news media, and other departments and agencies.
8. Work under stressful situations; adapt well with change, remain flexible and solution oriented.
9. Prepare and administer department budget, maintain records, and prepare reports.
10. Work independently to achieve department initiatives.
11. Direct the work of others.
12. Work evenings, nights, weekends, and some holidays.
13. Conduct presentations and public speaking.
14. Use computer programs and office equipment including Microsoft Office, Publisher, Power Point, and Excel, and athletic scheduling software.
15. Spanish speaking desired but not required.

EDUCATION AND/OR EXPERIENCE PREFERRED: Equivalent combination of education, experience, and training that would likely provide the applicant with the required knowledge, skills, and abilities to successfully perform the essential skills of the position is desirable.

LANGUAGE SKILLS: Ability to communicate effectively verbally and in writing. Ability to present clear and concise oral and written reports. Ability to present information in one-on-one and small group situations. Ability to read and interpret document such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to set goals and develop strategies and schedules for meeting them.

COMPUTER SKILLS: Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software.

LICENSES AND CERTIFICATES: Must possess a valid Washington State driver's license. Must possess First Aid, CPR and American Red Cross Water Safety Instructor certification or obtain within six (6) months of employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of the job, the employee is frequently required to walk, stand, sit, talk, and hear. The employee is frequently required to use their hands and fingers to handle and feel objects, reach with the hands and arms, and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
2. The employee may occasionally lift and/or move up to 25 pounds without assistance. Specific vision abilities for this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed indoors in an office environment and outdoors in all weather conditions and temperatures.
2. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

ACKNOWLEDGEMENT: This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential or nonessential requirement(s) at any time with or without notice. Nothing in this job description, nor by the completions of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "AT-WILL" and may be terminated at any time by the employee or employer with or without cause or notice.

Signature: _____ Date: _____
(Parks and Recreation Coordinator)

Signature: _____ Date: _____
(City Administrator)