

City of Socorro Job Description

Job Title: Community Liaison	Department: Recreation Centers
FLSA Status: Full Time – Non Exempt	Salary: \$14.10 -\$18.31
Approved: October 17, 2024	Last Revised:

Position Summary

Under general supervision, a Community Liaison acts as a bridge between the community and the City and is responsible for assisting in the implementation of various community service programs. Assists and supports in daily center programs.

Duties, Functions and Responsibilities:

- Greet public and direct to appropriate activities. Answer phones. Provide information regarding facilities.
- Support the administration and operations of recreation center facilities.
- Monitor participation in and lead specified recreation activities such as – games, leagues, aerobics, assorted recreational classes.
- Involves and assists or teaching classes as required. Issue and maintain recreational equipment.
- Assists in setting up for activities and special events.
- Register participants for programs and activities.
- Collect and accept fees for programs, activities, and prepare receipts.
- Receives, reviews, and replies to correspondence submitted by operating agencies.
- Determine the appropriate activities for age or interest groups.
- Enforce safety and sanitation regulations.
- Monitor facilities and report incidents to immediate supervisor.
- Coordinate emergency procedures and provide first aid in emergency situations.
- Monitor equipment usage and care, including signing in and out city equipment.
- Inspect materials and equipment to detect defects or malfunctions.
- Maintain records such as attendance and equipment inventory.
- Drive clients to field trips.
- Implement and communicate work procedures and department policies to employees, volunteers and patrons.
- Monitor center employees/volunteers and activities assigned to center.
- Assist with special events sponsored by the Recreation Department.
- Represent the organization at community events and meetings and facilitating communication and collaboration between the organization and the community.
- Oversee building including opening and closing facility, and performing some custodial duties as needed.
- Open and close facilities.
- Assist with preparing activity reports.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Knowledge, Skills, and Abilities:

- Knowledge of community service programs
- Knowledge of the community and its needs.
- Ability to build and maintain relationships with community members, identifying and addressing community issues and organizations, providing information and assistance to community members, to ensure that the organization is responsive to the needs and concerns of the community.
- Ability to make initial determination of services needed by residents and make proper referrals.
- Ability to organize and prioritize assignments.
- Ability to document clearly and concisely pertinent information.
- Ability to communicate clearly and effectively.
- Ability to perform all physical requirements of the position, with or without accommodations.

**City of Socorro
Job Description**

Community Liaison

\$14.10 - \$18.31

Minimum Qualifications:

- A candidate must possess a high school diploma or GED, a Bachelors degree in Business Administration, Public Administration, or related field preferred.
- Three (3) years of recreation experience preferred.
- CPR and Basic First Aid Certification within six (6) months of date of appointment.
- Requires the possession of a valid Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Operates City vehicles safely and cautiously.

Physical Requirements:

- Must be able to lift a minimum of 30 pounds.
- Must be able to sit or stand for extensive periods of time.
- May be exposed to extreme weather conditions.
- Occasional driving in City traffic.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.



Mayor

10-17-24

Date



City Manager

10/17/24

Date



Human Resources Director

10/17/24

Date

Employee

Date