

NEW CASTLE COUNTY GOVERNMENT

Number 0490

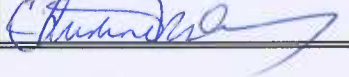
CLASS SPECIFICATION

Page 1 of 2

Date 06/30/15

Title: COMMUNITY SERVICES WORKER I

Approved:



GENERAL STATEMENT OF DUTIES: Performs routine, entry-level work and assists with various assignments and duties within the Department of Community Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs routine, entry-level work providing assistance to the Department of Community Services as a Library Page, Recreation Leader I, Barn Buddy or Summer Youth Employee. The work involves contact with the public. This employee works under close supervision.

EXAMPLES OF WORK: (Illustrative only)

- Assists with basic needs of a program or activity;
- Maintains simple records;
- Enforces safety rules and regulations;
- Answers telephones;
- Performs minor office tasks;
- Guides participants in an activity;
- Assists with care and clean-up of facility;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

Library Page:

- o Shelves all library materials;
- o Reads shelves to see that library materials are in proper order;
- o Empties book drop;
- o Collects and sorts materials for delivery;
- o Assists with set up of meeting room space for library programs;
- o Assists with projects such as inventory, as directed by the Page Supervisor or the Principle Library Assistant;
- o Requires work on a computer.

Recreation Leader I/Junior Counselor:

- o Dispenses and collects recreation equipment and supplies and oversees the proper use of equipment;

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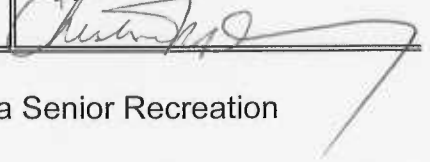
Page 2 of 2

CLASS SPECIFICATION

Date 06/30/15

Title: COMMUNITY SERVICES WORKER I

Approved:



- Assists with programs and activities at the direction of a Senior Recreation Leader or Recreation Coordinator.

Barn Buddy:

- Cares for horses and various small animals (for example, chickens, peacocks, rabbits, goats, tortoises, etc.) under the close supervision of the Barn Manager;
- Cleans stalls and water buckets and adds fresh hay and water as instructed;
- May be instructed to turn horses out and brings them in from the pasture under the supervision of the Barn Manager;
- Cleans saddles and bridles and other related riding equipment;
- Cleans and sweeps barn aisle;
- Maintains livestock and small animals with total hygiene care per instructions.

Summer Youth Employment:

- Works up to 210 hours during the summer month in a meaningful work experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to follow simple oral and written directions; courtesy; dependability; ability to keep simple records and reports; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: This is entry-level work with no experience required; however, individuals must meet minimum age qualifications to secure a work permit. Preference may be given to applicants who are bilingual in Spanish and English.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent or commercial driver's license Class D (CDL) if it is required of the duties of the position. Must pass a Class III County physical examination if required of the duties of the position. Must pass a drug screening and criminal background check.

HISTORY OF REVISIONS:

Established: 12/20/05
Revised: 04/16/14
Revised: 06/30/15