



2000 Forest Ridge Drive, Bedford, Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: October 8, 2012
Close: Until Filled

JOB POSTING
Recreation Specialist
Full Time
Monthly Salary \$2,427
Mondays (1:00 p.m. – 10:00 p.m.)
Tuesday through Friday (8:00 a.m. to 5:00 p.m.)

JOB SUMMARY:

Provides administrative and clerical support to Senior Center Staff.

MINIMUM QUALIFICATIONS:

- One-year certificate from college or technical school and three to six months related experience and/or training, or equivalent combination of education and experience.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Customer service experience in handling complaints and problems.
- A valid Texas Driver's License.
- Keyboarding speed of 45wpm.

SKILLS AND EXPERIENCE:

- Working knowledge of computer software programs such as Microsoft Word, Excel and PowerPoint.
- Operation of various office equipment such as printers, fax machines, and copiers.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to serve as liaison to volunteer agencies; public schools, universities, organizations, and agencies in establishing and implementing specialty programs.
- Desired: Certification in CPR.

TO APPLY:

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on-line on our web site @ www.bedfordtx.gov.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer