

Date: February 11, 2010

POSITION ANNOUNCEMENT

The City of Ruston is recruiting for the following position:

TITLE: RPAR Services Assistant - Recreation

SUMMARY OF DUTIES: Assists in the organization of recreational activities and special events; assists with development of promotional materials; moves and sets up recreational equipment and prepares areas for activities; inspects sites for use; issues recreational equipment and maintains inventories; answers telephones and disseminates information about the department.

REQUIREMENTS

EDUCATION: High school or General Education Diploma (GED)

EXPERIENCE: One to three months recreation experience preferred.

SKILLS: Ability to read and interpret documents; to communicate clearly; to add, subtract, multiply, divide and work percentages. Ability to understand and use units of American money, weight, measurement, volume, and distance; Must have excellent organizational/customer relation skills and telephone etiquette. Must be computer literate. Must have the ability to handle multiple projects simultaneously and to react in a positive, safe manner.

LICENSES: Valid Louisiana Driver's License

RATE OF PAY: \$9.92

CLOSING DATE: Open until filled

APPLYING INSTRUCTIONS

Interested applicants should submit an application, along with a resume and a letter of interest to the City of Ruston, Attn: Personnel, P O Box 2069, Ruston, LA 71273; by fax: 318-251-2229; stop by City Hall, Rm 211, or see our website at <http://www.ruston.org/> for the application.

Pre-Employment Drug Testing is required.

THE CITY OF RUSTON IS AN EQUAL OPPORTUNITY EMPLOYER
The City of Ruston is an "At Will" Employer