



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
May 29, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Ranger (Seasonal)
Department of Recreation

The Department of Recreation has one (1) vacancy for the position of **Ranger** at a rate of **\$12.50/hour @ 40 hours/week.** The schedule for this position is as follows:

10:00 a.m. to 6:00 p.m.

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Friday, June 21, 2019.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

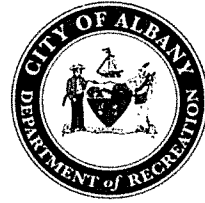
PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
FRIDAY, JUNE 21, 2019
An Equal Opportunity/Affirmative Action Employer

Recreation Ranger

City of Albany Department of Recreation

Location: Lincoln Park Pool **Salary:** \$11.80/Hour

Type: Seasonal



Examples of Duties and Responsibilities: The Recreation Ranger is responsible for executing the seasonal Recreation Security and Maintenance program including:

- Patrols assigned areas on foot.
- Maintains good public relations and service to facility visitors.
- Provides information to patrons, answers questions, gives directions, and provides assistance.
- Exercises tactical communication skills to assist in handling violators and general public.
- Enforces facility rules, regulations and by-laws, and Federal laws and State laws.
- Confronts and processes violators.
- Responds to reports of criminal activity, and reacts appropriately, consistent with Department policy, to maintain security and public safety.
- Completes reports to accurately and completely reflect incidents including witnesses, suspects, statements, evidence and other documentation.
- Maintains security of facilities.
- Conducts security checks, alarm checks, secures gates and doors, and identifies situations and appropriately responds in accordance with generally accepted Department policy enforcement practice.
- Opens and closes facility.
- Works assigned schedule, exhibits regular and punctual attendance.
- The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors) and contribute to a positive work environment.
- Maintenance of general facility appearance through park clean-up: Litter patrol, garbage removal, bathroom cleaning, cleaning off courts and concrete surfaces, check and clean shelter areas, general park maintenance and grounds keeping,

Work Schedule:

- 11:30 AM – 7:30 PM
- Sunday – Thursday or Tuesday - Saturday
- 6/29/19 – 9/2/19

Additional Notes:

The City of Albany requires verification of two (2) references on your application. Please notify them in advance that, if chosen, City of Albany will be contacting them for verification.

Qualifications:

1. Requires ability to identify and prevent hazards.
2. Maintain safe environments
3. Communicate courteously and cooperatively with other staff and the general public
4. Handle difficult and irate citizens
5. Work in an individual situation with minimum supervision.
6. Must have High School diploma or GED Certificate.
7. Must be 18 years of age
8. Ability to adapt to the daily challenges associated with a busy work environment.
9. Ability to work in a variety of weather conditions.
10. Strong problem solving, conflict management, and organizational skills.