**Signed form must be returned with completed City of West Linn application**

### RECREATION COORDINATOR/RECREATION COORDINATOR II

ESSENTIAL FUNCTIONS

Ability to use personal computer at acceptable speed and a high degree of accuracy.

Must contribute to a positive work environment at the Adult Community Center and throughout the City.

Must have ability to work a regular schedule established for the position.

Ability to communicate clearly and concisely both orally and in writing.

Must have ability to sustain work pattern in two (2) hour increments.

Ability to hear normal audio sound for the purpose of using transcribing equipment

Ability to move about, listen and remain stationary.

Ability to position self as needed for the purpose of filing.

Ability to operate and maintain office equipment such as personal computer, copier, calculator, telephone, etc.

The employee is required to sustain an effective, working relationship with a variety of people (i.e. co-workers, peers and supervisors).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I have read and understand the essential functions of this position and I am able to perform the essential functions of the Recreation Coordinator/Recreation Coordinator II position as outlined above.**

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Signature Date