

**COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE 2020-06**

**ORDINANCE CREATING NEW TITLE AND UPDATING JOB
DESCRIPTION AND SALARY SCALE**

Section 1. Purpose & Authority. Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds one new title to the Paramus Recreation Department and updates the job description.

Section 2. New Title: The following title is hereby created in the Recreation Department and in the PEA Collective Bargaining Unit.

RECREATION LEADER

Section 3. Job Description. The job description for the following title is hereby created. The description shall be kept on file with the Borough Clerk as an appendix to this ordinance.

Salary Scale as Follows:

Step 1 \$40,417.97	Step 2 \$43,685.09	Step 3 \$46,952.21	Step 4 \$50,219.33	Step 5 \$53,486.45
Step 6 \$56,753.59	Step 7 \$60,020.39	Step 8 \$63,287.83	Step 9 \$66,554.94	Step 10 \$69,822.07

Section 4. No New Rights/No Vacancies. Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

Section 5. Repealer. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

Section 6. Savings and Construction. This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

**COUNTY OF BERGEN
BOROUGH OF PARAMUS
ORDINANCE 2020-06**

Section 7. Codification. This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

Section 8. Effective Date. This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:



ANNEMARIE KRUSZNIS, RMC
Borough Clerk

Approved:



RICHARD A. LABARBIERA
Mayor

Introduced: March 17, 2020

Final: April 7, 2020

RECREATION LEADER

DEFINITION:

Under supervision, leads, organizes and oversees recreational programs and activities for an assigned group; assists with activity planning, implementation and evaluation; does other related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class differ from Recreation Aide due to greater responsibility for planning and overseeing specific recreation program activities. Positions in this class differ from Recreation Supervisor due to greater involvement and participation in specific program activities.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Leads, oversees and participates in recreational program activities in a recreation center or other facility.

Ensures program guidelines and safety practices are followed; immediately responds to potentially hazardous situations to avoid accidents or injury; reports all accidents to supervisor.

Instructs individuals and groups in area of specialty (e.g. arts & crafts, boxing, drama, senior citizen activities, sports, social recreation, etc.).

Assists with curriculum planning and developing specific activities; implements program plans and makes recommendations for new activities.

Demonstrates and explains the concepts, techniques, procedures, rules and regulations used in the recreation program.

Assists in directing tournaments, socials, dances, seminars and other special events.

Oversees assigned functional areas of the center such as the gymnasium, auditorium, athletic field, game room or handicrafts.

May perform field preparation duties for sports and other programs (e.g. baseball, softball, football, etc.)

Maintains inventory of supplies and equipment; ensures the proper use of equipment.

Prepares and maintains records and reports of plans, program activities, and attendance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of safety practices and procedures as they relate to various recreational activities.

Ability to plan and conduct effective instructional tasks.

Ability to promote and organize recreation programs.

Ability to instruct, lead and motivate participants.

Ability to effectively organize program activities.

Ability to identify potentially dangerous or hazardous situations.

Ability to maintain discipline and enforce safety policies and procedures.

Ability to establish and maintain good working relationships with participants, associates and the public.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the Borough undue hardship, such persons may not be eligible.