

CITY OF IRVINE IS HIRING!

Reservation Specialist II Athletic Reservations

\$22.09-\$29.04 per hour

Part-time: Up to 19 hours per week

The City of Irvine seeks individuals with demonstrated customer service and administrative skills to assist the public with their athletic reservation needs and associated facility use at City sports parks.

Shifts are during core hours: Monday-Thursday 7:30 a.m. to 5:30 p.m., Fridays 8 a.m. to 5 p.m. Weekday availability is required.

Future positions may be filled through this recruitment.

Your Impact:

- Assist the public and City staff with reserving athletic parks, buildings, and equipment for a variety of athletic events, sports activities, and class registration.
- Process facility applications, permits, payments, refunds, receipts, changes, and cancellations.
- Assist with sports allocation schedules, non-profit requirements, tournaments, and calendars.
- Enforce reservation policies, take reservation requests, and review applications, accompanying documents, and fees to ensure completeness and adherence to applicable City policies.
- Categorize reservation requests for appropriate fee schedules including calculating and determining fees and deposits for facility reservations and troubleshooting bookkeeping errors.
- Perform a variety of general computer and clerical tasks, including typing, data entry/retrieval, copying, filing, faxing, emailing, and handling high call volume.
- Interact with the public, various community groups, and all levels of City staff, as well as work cooperatively with team members within the Athletics section.

Minimum Qualifications:

- Completion of high school or equivalent and two years of clerical and customer service experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Demonstrated knowledge of computerized database systems, word processing, spreadsheets, and data entry.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing up to 50 lbs.) and ability to lean, stoop, twist, and bend in the performance of job duties.

Best Fit:

- Knowledge of CivicRec software, athletic facility reservations, sports rules and event/tournament procedures.
- Ability to listen and respond to public's needs in locating services, information, and assistance in a professional and enthusiastic manner.
- Ability to follow directions, manage multiple priorities, and accurately complete requests in a busy environment.

For more information and to apply by January 29, 2026, at 5 p.m., scan the QR code with your smartphone or visit:

cityofirvine.org/jobs

