

RECREATION AND FACILITIES COORDINATOR

DEFINITION

Under direction of the Administrative Services Director to perform a variety of highly responsible, highly complex professional and administrative work in planning, coordinating, and serving as the recreation program and event coordinator for the city; including duties related to city-owned facilities and properties, performing communications activities; preparing marketing publications concerning city services, activities, programs, events and functions; serving as liaison between the city and designated public agencies, community groups and the media; recognizing, creating and implementing policies, plans, and programs to promote diversity and inclusion within the community and the organization; and performing related duties as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Maintains records and ensures proper preparation of recreation-related grants.

Ensures proper development and maintenance of detailed fiscal and program records for recreation-related grants; discusses grant requirements and progress with funding agencies; monitors grants to ensure and determines on-going compliance of grants; performs special projects and financial support work related to recreation and event grants.

Reconciles recreation-related grants monthly, reviews cost information, verifies grant related invoices, reimbursement requests, contracts, pay estimates, payroll data, purchase orders, check requests and receiving documents; verifies coding accuracy, correct project numbers, contract numbers, appropriate authorizations, and signatures in accordance with grant and City compliance requirements.

Monitors and administers event and recreation contracts and agreements; coordinates with event and recreation participants, consultants, and contractors to carry out recreation and event activities.

Assists in developing various recreation and event programs and projects.

Evaluates recreation programs and events as a city service and determines budget, timeline, and actionable steps for transition.

Identifies venues for inclusion; including events and gathering places; facilitates development of cultural and diverse events throughout the community.

Assists in developing department policies and procedures in order to meet department objectives.

Assists customers at the counter, on the telephone, and via email, answering inquiries, explaining policies and procedures, and providing forms and informational materials.

Assists in publicizing recreation programs, City events, and facility rentals on City social media and the City's website.

Administration of the recreation programs, including processing registration forms, accepting fees, working with instructors, scheduling facilities for use and requesting insurance coverage.

Orders supplies, materials, equipment and maintain inventory for programs and events.

Organizes and facilitates City-sponsored events and activities, including internal activities.

Assists in the negotiation and coordination of real property activities; identifies and reviews resource needs.

Manages recreation and event volunteers and related reporting; identifies and reviews volunteer resource needs.

Receives and responds to complaints and questions from the general public, staff and a variety of parties relating to real property issues, including city facilities and leases, after-hours emergencies, and reviews problems and recommends corrective actions; prepares summary reports as needed.

Performs bi-monthly site inspections on vacant City-owned parcels and prepares related reports.

Generates and tracks Facilities Maintenance Requests for maintenance at City owned buildings, prepares related reports, and assigns work as needed.

Prepares reports related to City recreation programs, facilities, and City events.

Maintains and monitors recreation program files, including confidential information and recreation program transaction files.

Researches and prepares a variety of related risk management reports, schedules, statements, budget reports and technical data involving recreation and event activities.

OTHER JOB-RELATED DUTIES

Issues and collects equipment, games, etc. as needed for events and recreation programs.

Maintain log of equipment, order supplies, materials, equipment and maintain inventory for facilities maintenance, recreation programs and events.

Loads and unloads equipment, supplies and other materials from trucks and other vehicles for City-sponsored special events, as needed.

Sets up barricades and/or tables and chairs for City-sponsored special events, as needed.

Ensures safety procedures are updated regularly and are communicated to recreation program and event participants.

Develops and coordinates recreation and event programs and activities with the approval of the Administrative Services Director and/or City Manager, as assigned.

Provides written reports as assigned.

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Basic principles and practices of governmental operations.

Basic principles and practices of budget administration.

Research and reporting methods, techniques and procedures.

English usage, spelling and grammar and punctuation.

Modern office methods, procedures, and equipment including computer software and hardware.

Principles and procedures of record keeping.

Principles and techniques used in public relations.

Principles of report and business letter writing.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn, interpret and apply laws, regulations, policies and procedures.

Exercise sound independent judgment within general policy guidelines often involving confidential and sensitive issues; make sound recommendations within areas of responsibility.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing; compose general correspondence, letters, and related reports.

Handle multiple tasks and responsibilities involving the use of independent judgement and personal initiative.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Explain and problem-solve issues for the public and staff.

Organize high level events and programs.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of college in any coursework with business administration or related field is desirable; four years of increasingly responsible secretarial and clerical experience involving frequent public contact; or other related experience involving real property management, two years of coordinating public events.

Training:

High school graduate or GED equivalent.

Associate's degree in business administration, real estate, or related is preferred.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to attend special City events including, weekends, evenings, and holidays, as required.

Ability to attend night meetings and work extended hours, as needed, and/or required.

Non-traditional work hours may be required to accommodate the City's needs.

Ability to work in a standard office environment with ability to travel to different sites and some exposure to outdoors.

CPR for infant, child, and adult and standard first aid certificate must be obtained within first 3 months of employment.

Physical Demands:

Sitting, standing, walking, some stooping and bending. Ability to work in both an office and an outside environment in different weather conditions. Ability to work alternative work hours such as early morning events, weekends, holidays, and late-night meetings. Occasional driving is required when traveling from City facilities, training sites, private events and public events. Must have ability to use hand tools and must be capable of learning the use of other necessary equipment. Must also be able to lift 50 pounds

Working Conditions:

Special event experience and/or customer service experience is required. Candidates should be friendly and professional, ability to follow instructions and communicate with customers and have general understanding of basic cleaning equipment. Indoor environment is generally clean with limited exposure to conditions such as dust, fumes, odors and noise. May include researching recreation related grants and event planning and heavy computer use. Incumbents assigned to this classification work a flexible schedule, depending on program needs, including working evenings and weekends and shifting assignments as program needs change. Incumbents use vision to ensure rooms have been set up properly, and hearing to test sound equipment for proper functioning. Incumbents must operate a computer keyboard to access the registration and facility reservation systems; respond physically to emergencies quickly and appropriately; lift, move, set up and remove tables, sound equipment, and chairs weighing up to 50 pounds; and lift and move supplies weighing up to 50 pounds. Incumbents assigned to this classification may be required to work outdoors in varied temperatures and walk over rough, uneven, or rocky terrain.

Effective Date

Resolution No. 2022-

