

Staff Report

Subject: Approval and publication of new job titles and job descriptions for Parks and Landscape Services.

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Department: Human Resource Services

Meeting Date: August 4, 2026

Item Description: Approval and publication of new job titles and job descriptions for Parks and Landscape Services.

Summary Recommendation: Staff request authorization to approve and publish new job titles and job descriptions for Parks and Landscape Services.

Executive Summary/Background

Park Attendant: The part-time Park Attendant supports safe, clean, orderly, and welcoming County parks by assisting visitors, monitoring facilities and activities, completing routine inspections and upkeep, supporting athletic and community events, and promptly reporting safety, maintenance, or conduct concerns. Work is performed primarily outdoors. Regular night and weekend work is required. Holiday and special event assignments may also be required.

Park Coordinator: The Park Coordinator coordinates day-to-day park coverage and performs park patrols, visitor assistance, facility monitoring, event support, and general upkeep of County parks, athletic areas, restrooms, playgrounds, pavilions, trails, and related public spaces. The position helps maintain a safe, clean, orderly, and welcoming park environment; communicates assignments to Park Attendants; documents maintenance and safety concerns; and serves as an on-site point of contact when assigned. Regular night and weekend work is required. Holiday, inclement-weather, and special-event assignments may also be required.

Alternatives for Commission to Consider

1. Approve the job titles, job descriptions, and authorize publication and distribution.
2. Disapprove of the job titles and job descriptions and provide staff with guidance on how to proceed.

Recommended Alternative: Staff recommend Alternative 1.

Other Alternatives: None.

Department Review: County Manager, Parks and Landscape Services, and Human Resource Services.

Funding Source: FY27 Budget

Attachments:

- 1) Park Attendant Job Description
- 2) Park Coordinator Job Description