



Park and Facilities Coordinator I/II

Agency/Department: Recreation and Parks

Approved by:
Date Approved: 5/14/13
Date of Late Revision:

Reports to: Park & Facilities Manager
Supervises: Varies

JOB SUMMARY:

Under general direction of the Park and Facilities Manager, plans, organizes, and supervises services, programs and activities of the District's Parks Services Department. The Park and Facilities Coordinator is expected to provide leadership and oversight for various parks and community services.

Schedules and coordinates all facilities, rentals, outside events, and special events held at the Parks facilities including but not limited to North Tahoe Regional Park Baseball and Soccer fields, Ramada, Tahoe Vista Recreation Area, North Tahoe Event Center. May be required to work a flexible work schedule.

SUPERVISION RECEIVED/EXERCISED:

Supervision Received: Receives immediate supervision from higher level staff progressing to general supervision over time with training and demonstrated work performance. Technical or functional supervision may be provided by the Park & Facilities Manager.

Supervision Exercised: Generally no direct supervision exercised. May provide technical or informational guidance on a project basis including part-time and seasonal employees as required and/or assigned.

DISTINGUISHING CHARACTERISTICS:

Park and Facilities Coordinator I - This is an entry, non-professional level position in the Park and Facilities support series. This position usually performs most of the duties required of the Park and Facilities Coordinator II, but is not expected to function at the same skill level and usually exercises less independent direction and judgment on matter related to work procedures and methods. Responsibilities include coordinating community leisure services and recreation and parks programs. Positions assigned to the Park and Facilities Coordinator I may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance.

Park and Facilities Coordinator II – This is a journey level advanced class in the Recreation and Parks Department and positions in this class are normally filled by advancement from the Park and Facilities I class. Positions at this level requires that the employee be performing substantially the full range of duties for the class.

All positions assigned to this class require the ability to work independently exercising judgment and initiative.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Organizes, develops, schedules, and supervises day to day operations of facilities including staffing, programming and purchasing for parks and recreation and community services programs.
2. Reserves and schedules outdoor facility rentals and special events; prepares rental contract determining fees and terms of contract; estimates costs and determines event budget and maintains necessary records.
3. Approves or denies facility rental for specific events by reviewing rental applications.
4. Answer phones, customer inquiries, perform clerical and office support. Maintain highest standards of customer service; friendly and outgoing. Type various documents and correspondence. Filing.
5. Respond to public inquiries about parks and recreation and community services programs made by telephone, correspondence, or during public meetings. Maintain records and prepare related reports.
6. Coordinates with customer to determine technical and or other special requirements necessary for the event; determine resources available, such as equipment or labor, and compares with event requirements; assists in attainment of additional resources.
7. Ensures adequate staffing for events and coordinates with event planner's schedule in set up, technical, stage and other crews; supervises crews during events.
8. Attends special events to facilitate operations and respond to emergencies or problems; ensures all aspects of events are implemented and controlled according to plans.
9. Provides assistance and information to staff and outside organizations regarding facility use and capabilities; maintains contact with patrons or clients via telephone or written correspondence.
10. Oversee billings for correctness and accuracy. Coordinate with Finance Department group activities regarding finances and billing.
11. Acts as liaison to local non-profit and other community organizations.
12. Coordinates the preparation of grant applications.
13. Oversees special event permit process.
14. Establish and maintain cooperative working relationships with those contacted in the course of work.
15. Provide marketing support; input and direction to promote the North Tahoe Public Utility District Park and Facilities.
16. Provide general administrative assistance to the Parks & Facilities Manager.
17. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

1. Completion of the twelfth grade or its equivalent. Specialized course work in recreation/leisure services, public administration or closely related field.

EXPERIENCE:

1. Minimum of two years of responsible experience in the recreation/leisure field. Experience working in public recreation preferred or
2. Any equivalent combination of education and experience.

KNOWLEDGE OF:

- Community resources and recreation service provider in North Lake Tahoe area.
- Principles and practices of recreation program planning, development and administration.
- Pertinent health, fire and safety regulations affecting the use of facilities.
- Crowd control methods.
- Standard business practices and procedures.
- Standard program evaluation methods and report writing procedures.
- Principles and techniques of effective supervision and training.
- Rules and equipment used in assigned program areas, such as a variety of athletic activities and cultural enrichment materials.
- Ticket sales and accounting procedures.
- Working knowledge of computers and computer software such as word processing, Outlook, spreadsheets, and modern office practices and procedures.
- Skill in operation of the tools and equipment listed below.

SKILL IN:

- Responding effectively to program issues and customer interests.
- Special events and community service activities.
- Preparing clear, concise and effective and informational materials, reports, correspondence and other written materials.
- Analyzing problems, evaluating alternatives and making creative recommendations.
- Maintaining accurate and organized records.
- Developing and maintaining effective working relationships with those contacted in the course of work.
- Public relations, customer service and conflict resolution.
- Marketing and promoting facilities and programs.
- Organizational skills required to coordinate several events simultaneously.
- Program budget development, monitoring and evaluation.
- Interacting with officials and the general public.

ABILITY TO:

- Travel to various sites in the District to complete work activities.
- Work outdoors in a variety of weather and atmospheric conditions.
- Work irregular hours, shifts, or weekends as required.
- Effectively communicate and problem-solve.
- Prepare detailed event schedules (using software and accounting reports on event proceeds.
- Direct the work of others during events.
- Work independently.
- Project a positive, professional appearance, and sales demeanor.
- Work under pressure and/or frequent interruptions.
- Work with angry or difficult customers.

LICENSES:

- Valid Class C California or Nevada Driver's License.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Possession of a valid Red Cross First Aid/CPR certificate desirable.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, E-mail, 10-key calculator, phone, fax and copy machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use keyboard, view monitor, and use phones. The employee will occasionally be required to lift and/or move 15-35 pounds and may need to carry for approximate distance up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs, use of step ladder in lifting and lowering of documents. Long periods of looking at computer monitor.

Requires routine use of office machinery such as computer, copier, hole punch, binding machine, calculator, fax machine, and postage machine.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee may occasionally be exposed to dust, noise, pollens, and fumes. Exposure to various weather conditions including snow, rain, freezing temperatures. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Formal application; oral interview and reference check; job related tests may be required. Successful completion of a state mandated fingerprint background check at time of hire.

FLSA Exemption status: Non-Exempt, Classified

Employee Unit: Recreation and Parks

Class Progression: Park and Facilities Coordinator
Event Center Coordinator
Parks & Center Maintenance Worker I/II
Park & Facilities Supervisor
Park & Facilities Manager

K:\Job Descriptions\Administration\Job Descriptions\Park&Facilities Coordinator 051413