

RECREATION ADMINISTRATIVE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, the Recreation Administrative Coordinator is the liaison between the Recreation Department and the public, and the primary contact for intradepartmental services. Duties of the position include Community Center-related scheduling and resource coordination, application of policies as it pertains to facility usage and recreation programs, scheduling appointments, answering inquiries, creating memos and other correspondence, creating and maintaining databases and compiling various reports, along with providing customer service. An employee in this position performs a wide variety of complex, sensitive, highly responsible office administrative, secretarial, advanced clerical and programmatic support functions. Incumbent receives only occasional instruction or assistance as new or unusual situations arise, is fully aware of and able to apply the operating procedures and policies of the department, and is expected to operate with minimal supervision. The position incumbent manages all aspects of the reception and public interface activities for the Community Center and Recreation Department. The position exercises supervision over assigned part-time staff, as needed.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate community services activity programs with other City departments, divisions, outside agencies and service providers.
2. Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs to encourage community participation.
3. Prepare and monitor program and departmental budgets.
4. Represent the department and Community Center at various meetings and events as assigned.
5. Provide a variety of complex and sensitive administrative duties for management personnel.
6. Prepare periodic reports, Council staff reports and memoranda for distribution.
7. Support the planning, organization, and implementation of a wide variety of community services and recreation programs, including special events and contract services.
8. Initiate and maintain a variety of files, resolutions, contracts, agreements, and records for the department.
9. Responsible for the preparation of purchase requisitions, purchase orders and payment vouchers for general department invoices, contracts, and agreement accounts.
10. Responsible for ordering materials and supplies as needed.
11. Prepare community event and recreation information for distribution to media and public; coordinate referral systems and the publication of seasonal brochures.

CITY OF CERES

Recreation Administrative Coordinator (Continued)

12. Establish and maintain effective working relationships with the various sports organizations, service clubs, and other members of the community that utilize Recreation services.
13. Responsible for processing reservation requests for City parks and other City-owned facilities.
14. Respond to complaints and requests for information.
15. Provide support to other City departments as required.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, techniques, principles, and procedures used in the planning, development and administration of community service programs.
Recreational and social needs of various groups in the community.
Principles and procedures for implementing and directing a wide variety of community services activities.
Principles and practices of budget development.

Ability to:

Develop and administer a community services program suited to the dynamic needs of the community.
Plan, organize, coordinate, and direct the development and implementation of Recreation programs.
Establish and maintain effective, professional working relationships with those contacted in the course of work.
Analyze, interpret, explain, and apply section policies and procedures.
Communicate effectively, both orally and in writing.
Operate a computer.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's Degree from an accredited institution in recreation administration, business or related field.

Experience:

Two years of increasingly responsible community service or recreational program administration experience.

License or Certificate:

Possession of a valid Class B driver's license.

Ability to obtain First Aid and CPR certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Occasional work in outside weather conditions may be necessary.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-exempt

July, 2010

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Recreation Administrative Coordinator position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.