

## RECREATION FACILITIES 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.*

### **JOB OBJECTIVES**

Under direction, ensure the safe and appropriate operation of the City recreation facilities; act as liaison with citizens and the public utilizing the facilities; develop and implement changes to processes in response to department needs; and to perform a variety of administrative and clerical support functions within the assigned area including record keeping, typing, file maintenance, answering phones and responding to the general public.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Oversee City Recreation Facilities, ensure the safety of patrons and the general public; follow general guidelines, professional and administrative standards, local, state and federal laws.

Ensure proper monitoring of facilities outside normal working hours including weekends and evenings; act as liaison with contracted security monitoring company; supervise, train, and evaluate assigned part-time staff assisting with facility monitoring.

Monitor and inspect City recreation facilities; determine safety and maintenance needs; schedule maintenance as needed; communicate maintenance, custodial, or security issues to appropriate personnel; implement needed maintenance and improvements or recommends changes in services, facility and operations

Receive and process daily activity registrations and facility reservations; maintain schedules for facility usage and recreation activities; review facility rental contracts and agreements, review special conditions and insurance requirements; and ensure receipt of required documents.

Work directly with facility users providing positive public relations, courteous, friendly and professional assistance; respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform a variety of administrative and clerical support functions including screening office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; screen, sort and distribute mail; respond to routine correspondence; prepare periodic reports; maintain files and records; maintain and order office

supplies; receive invoices and check for accuracy; process payments; type and proofread a wide variety of reports, letters, memoranda, correspondence.

Assist with policy and procedure development regarding facility operations including implementation of department goals and objectives and approved policies and procedures.

Assist in the preparation and administration of the recreation program budget; submit budget recommendations; monitor expenditures.

Assist with production of newsletters, flyers, brochures and other print media.

Serve as staff liaison on various City recreation or community related committees and sub-committees as assigned by the department manager; attend a variety of meetings; prepare and compile agenda packets; take and prepare minutes; disseminate information as appropriate.

Perform a variety of clerical accounting duties associated with financial record keeping, accounts payable, accounts receivable, City services billing or the preparation of payroll; process payments and refunds related to cash, credit and debit transactions; reconcile and deposit payments.

Maintain financial records for assigned accounts; set up new accounts according to established procedures; maintain confidentiality of information and records.

Maintain a variety of complex and/or confidential records, time cards and files; provide appropriate human resource staff with confidential employee information as requested.

Maintain the website for Parks and Recreation activity registrations.

### **AUXILIARY FUNCTION STATEMENTS**

Provides a high level of customer service at all times; project and maintain a positive image on behalf of the City of Camas with those contacted in the course of work.

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

City facility and property policies and procedures; basic facility inspection techniques.

Modern office procedures, methods and computer equipment.

Methods and techniques of proper phone etiquette.

Basic principles and procedures of filing and record keeping.

English usage, spelling, grammar and punctuation.

Principles of business letter writing and basic report preparation.

Principles of lead supervision and training.

Operations and activities of assigned department or program.

Basic mathematical and accounting principles.

Pertinent Federal, State and local codes, laws and regulations.

Knowledge and application of equipment set up/take down procedures and proper storage.

Principles of supervision and personnel training.

Procedures, methods and techniques of budget preparation and administration.

Pertinent Federal, State, and local laws, codes and safety regulations.

Modern office equipment including computer operations and maintenance.

Equipment used in various recreational activities.

Principles and practices of basic first aid.

Occupational hazards and standard safety precautions.

**Ability to:**

Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.

Supervise, organize, train and evaluate the work of assigned personnel.

Recommend and implement goals, objectives and practices for providing effective facility oversight.

Perform basic clerical accounting skills.

Interpret and explain City policies and procedures.

Respond to emergency situations and perform first aid as necessary.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform general clerical work including maintaining files and compiling information for reports.

Maintain confidential records and reports.

Type and/or enter data on a computer at a speed necessary for successful job performance.

Effectively respond to requests and inquiries from the general public.

Operate office equipment including computers and supporting word processing applications.

Establish and maintain effective relationships with those contacted in the course of work.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Work independently in the absence of supervision.

### **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:**

Equivalent to completion of twelfth grade supplemented by course work in business administration, public administration, recreation administration or a related field.

#### **Experience:**

Two years of clerical or administrative support or experience, preferably in recreation facilities operation experience.

#### **License or Certificate**

Possession of an appropriate, valid state driver's license.

Possession of an appropriate, valid First Aide/CPR certification.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands 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 these essential job functions.*

**Environment:** Normal office setting with exposure to computer screens; some travel to attend meetings; light exposure to the outdoors.

**Mobility:** Incumbents require sufficient mobility to work in an office setting, operating office equipment.

**Vision:** Vision sufficient to read computer screens and other printed documents, and to operate assigned equipment.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Effective 7/1/2016

| Position                          |      |      |      |      |      |      |      |
|-----------------------------------|------|------|------|------|------|------|------|
|                                   | 1    | 2    | 3    | 4    | 5    | 6    | 7    |
|                                   |      |      |      |      |      |      |      |
| Recreation Facilities Coordinator | 3931 | 4049 | 4171 | 4295 | 4424 | 4556 | 4695 |