

City of Chickasha Job Description

Title: **Recreation Coordinator**
Department/Division: **Public Works**
FLSA Designation: **Non-Exempt**
Salary Range: **\$16.40 - \$22.95/ hourly**

DEFINITION

To plan, direct and review the activities and operations of athletic fields, parks and swimming pool; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the Public Works Director.
- Exercises direct supervision over professional, clerical and maintenance staff.

EXAMPLES OF DUTIES

Duties and responsibilities may include, but are not limited to, the following:

Essential Functions:

- Develop, plan and implement goals and objectives; recommend and administer policies and procedures for recreation facilities and actively pursue grant-funding opportunities.
- Creates, recommends, implements marketing plans and efforts for the Recreation Division.
- Maintains close contact with community groups regarding recreation programs and services as well as volunteer and partnership opportunities.
- Maintains Parks & Recreation website
- Conducts market research and develops short and long-range goals and objectives.
- Coordinates activities, schedules, and services with those of other departments and outside agencies and organizations, provide staff assistance to the Public Works Director, prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate with staff in the development of the pool work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Participate with the Parks and Recreation Board, commissions and groups to plan and promote capital improvements and expanded services, attend and participate in professional groups and committees.
- Select, train, motivate and evaluate personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Act as purchasing agent for the athletic fields, and pool; review and submit purchases to Public Works Director for payment.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Monitor the quality of services provided by the division; ensure that all services are efficient, effective and courteous.
- Perform physical labor to ensure readiness of recreation facilities as necessary to accomplish projects.

Additional Duties:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of athletic fields, and community pool development and administration.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and techniques of supervision, training and performance evaluation.
- Principles and practices of horticulture, mechanical maintenance and general construction.
- Personnel policies as applied to interviewing applicants.
- Pertinent Federal, State, and local laws, codes and regulations.
- Basic accounting.

Ability to:

- Stay abreast of trends and innovations to provide quality services.
- Prepare and administer a budget.
- Select, supervise, train and evaluate assigned staff.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Effectively administer a variety of divisional activities.
- Identify and respond to public and City Council issues and concerns.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.

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 increasingly responsible experience in community related services including administrative and supervisory responsibility.

Training:

Bachelor's degree preferred with major course work in Recreation & Leisure Administration or business administration or horticulture, or a related field.

License or Certificate

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of, or ability to obtain, a Certified Pool/Spa Operator's license.
- Possession of, or ability to obtain, a Structural Pest Applicators License.

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 job. While performing the duties of this job, the employee:

- Regularly required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

- Frequently is required to use hands to finger, handle, or feel objects, tools, or controls.
- Occasionally required to climb or balance.
- Regularly lift and/or move up to 50 pounds.
- Occasionally lift and/or move more than 100 pounds.
- 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

While performing the duties of this job, the employee:

- Regularly works near moving mechanical parts and in outside weather conditions.
- Regularly exposed to wet and/or humid conditions, extreme cold, and extreme heat.
- Occasionally works in high, precarious places.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.
- The noise level in the work environment is usually moderate to loud.