



CLASS SPECIFICATION FOR:

Recreation Facilities Coordinator

General Statement of Duties:

Primary responsibility for facility management of one large or specialized primary recreation location and multiple other recreation facility locations as assigned; supervises assigned administrative support staff, including full-time, part-time and temporary staff as assigned; coordinates with Department staff on facility and technical set-ups and operations in support of programming and events at the assigned locations; assists with developing assigned locations budgets; manages assigned locations within approved budgets; contracts with necessary resources according to County procurement policies; ensures the assigned locations are operating in accordance with County and Department policies; does related work as required.

Distinguishing Features of Class:

Primary responsibilities include front-line coordination and management of the assigned facilities' operations, customer service and administrative support; coordinating building maintenance and custodial services; oversight of facility rentals handled by support staff; coordinating with Department staff on facility and technical set-ups and operations in support of programming and events at the assigned locations; coordinating with other County departments, staff and Officials in support of programming, activities and events held at an assigned location; and if applicable to assigned locations, may include operational oversight (scheduling maintenance or repairs, inventory management, etc.) of unique inventories typically with special requirements. Work is performed independently under general supervision.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Serves as a first line supervisor responsible for the effective supervision of assigned staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff;
- Develops and manages an effective staffing schedule and on-call rotation for weekend and evening center coverage;
- Ensures consistent level of quality customer service and issue resolution in accordance with facility, department and County policies;
- Coordinates daily facility operations to include coordinating building maintenance, custodial services, and facility equipment inventory as well as event planning, setups and management services as needed;
- Assists with the development of facility policy and procedures related to operational processes of the facility and handles any unusual requests or situations as needed and oversees facility use during activities and events;
- Handles facility reservations, collects revenues, reconciles funds received from facility rentals and instructional class registrations, prepares invoices and receipts, generates deposits, and maintains detailed fund records and reports;
- Coordinates with relevant department and County staff as needed to ensure that repair, maintenance, modification, rehabilitation, preservation and conservation of recreation sites and facilities, including equipment when applicable to a specific recreation site or facility, meets acceptable standards for recreational use as well as all applicable safety and regulatory guidelines and all work is completed within approved budgets;
- Accurately tracks and maintains and oversees various equipment, supplies, inventories and asset management at assigned locations;
- Accurately maintains records related to the repair, maintenance, modification, rehabilitation, preservation and conservation of recreation sites and facilities, including equipment when applicable to a specific recreation site or facility;
- Develops and maintains facility, and equipment if applicable, maintenance and replacement plans to proactively ensure health, safety and licensing standards are maintained at assigned sites;
- Contracts with and schedules private entities and resources relevant to assigned areas and necessary to defined service/support areas operations, programming implementation and facility management; ensures contracts are correct, complete, and accurate; and enforces all contractual obligations;
- Reviews and approves contracts/agreements utilizing the County standard contract;
- Assists with the development of the budget for assigned locations and manages program and operations expenditures within approved Cost Center Budgets;
- Approves purchase orders and expenditures (requisitions) within defined County standards up to specified maximum;
- Develops and maintain the emergency operations manual for assigned locations;
- Ensures adequate safety of participants in programs and facilities and coordinates with Risk Management to ensure compliance with County's safety and risk management programs and for handling reported incidents;
- Interacts with the public and others outside the assigned area's staff and operations to obtain and provide information and assistance in a variety of circumstances;
- Attends all required training and maintains all required certifications;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
- Meets regularly with assigned staff to facilitate open, accurate and up-to-date communications and collaboration;



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- Evaluates vacant positions and recommends changes to allocated positions and organization structures as needed;
- Reviews, recommends and/or approves the selection of full-time, part-time, temporary and seasonal staff and interns;
- Ensures health, safety and licensing standards are maintained at assigned sites;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of recreation facility operations and ongoing management of assigned Recreation Services facilities; thorough knowledge of facility operations and ongoing management of assigned Recreation Services facilities; extensive knowledge of available resources in the Recreation Services and the Division; thorough knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions as well as County safety and risk management policies and practices; ability to work effectively as a team member and/or leader; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; ability to establish and maintain effective working relationships with County officials, employees and the public as well as professional organizations and resources relevant to Recreation Services and the Division; ability to cooperate with and interpret recreation philosophies to County authorities, public and private groups, agencies and the general public; ability to collaborate effectively to achieve department and County goals; ability to multitask and effectively manage competing priorities and make sound decisions; good supervisory skills including good training skills and the ability to effectively manage workloads, events and/or projects and to foster and maintain high morale and engagement; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; physical condition that permits the activities necessary in and inherent to facility management and operations and use related tools, equipment and other inventory relevant to the activities; ability to develop and maintain detailed accurate records and to make regular and special reports; sound accounting or other financial skills with ability to develop budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; good knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as industry specific software; good judgment; excellent customer service skills; tact; and courtesy. Requires the ability to work a flexible schedule as needed, which may include working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Four (4) year degree in field relevant field to assigned area;

Experience: Six (6) years of relevant work experience including facility and supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires a valid driver's license.