

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
AUGUST 7, 2007 AGENDA

Subject:	Type:	Submitted By:
JOB DESCRIPTION — NEW & UPDATED	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	BRENDA GUNN CITY ADMINISTRATOR

SYNOPSIS

A job description has been prepared for the new Recreation Program Coordinator position and is attached for your review. Updates to the Recreation Director, Assistant Recreation Director and Program Director position descriptions have also been prepared.

FISCAL IMPACT

As part of the FY 06/07 municipal budget, Council approved this position and budgeted funds to hire this position for a portion of the current fiscal year.

RECOMMENDATION

Receive/File.

BACKGROUND

The creation of a Recreation Coordinator position was approved during the FY 06/07 budget process. The primary responsibilities for this position will be to plan and direct youth and adult sport leagues and tournaments and to supervise Community Center staff during evenings and scheduled weekends.

The changes made to the existing job descriptions are the result of reorganizing position responsibilities, updating language and qualifications and assuming the administrative functions for the special services program.

Section 6.3 of the City of La Vista Personnel Manual states that the City Administrator shall conduct position classification studies whenever he/she deems it necessary or the duties and responsibilities have undergone significant change. If the City Administrator finds that a substantial change in organization, creation or change of position or other pertinent conditions make necessary the amendment of an existing class, he/she may amend the classification plan subject to review of the Mayor and City Council.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Program Coordinator
POSITION REPORTS TO: Assistant Recreation Director
POSITION SUPERVISES: Part-Time Staff and Coordinates Volunteer Activities

DESCRIPTION:

Under the direction of the Assistant Recreation Director, is responsible for planning, directing and supervising all youth and adult sport leagues and tournaments. Position also provides supervision to part-time staff at Community Center during evenings and scheduled weekends.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Responsible for organizing leagues and developing schedules for sports programs.
2. Assists in planning events, facility improvements and determining equipment needs to ensure effective utilization of resources.
- 2.3. Supervises part-time staff and coordinates activities of volunteers.
- 3.4. Responds to citizen inquiries, complaints and information requests.
- 4.5. Assists public at window and provides telephone backup support.
- 5.6. Responsible for participant registration.
- 6.7. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage.
- 7.8. Organizes leagues and develops schedules for sports programs.
- 8.9. Responsible for issuing equipment to coaches and participants and ensures proper return of same.
- 9.10. Responsible for transporting equipment and supplies between locations.
- 10.11. Assists in the development and implementation of programs.
- 11.12. Assists in the development of marketing materials designed to attract and enhance participation, including annual program/facility brochure.
- 12.13. Monitors and evaluates programs to insure goals and objectives are being met.
- 13.14. Assists in the solicitation of donations and corporate sponsorships.
- 14.15. Prepares reports, evaluations and general correspondence.
- 15.16. Responsible for the compilation and maintenance of records.
- 16.17. Performs additional duties as assigned.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, natural resources administration, public administration or related field.
3. Experience in supervising employees and coordinating activities of volunteers.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
3. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. **Basic computer skills and ability to use MS Office products.**
11. Basic mathematical and money-changing skills.
12. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
13. Ability to provide own transportation.
14. Ability to work varying schedules, including evenings, weekends and holidays.
15. Ability to consistently maintain regular and dependable attendance. **on the job.**

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Program Director

POSITION REPORTS To: Recreation Director

POSITION SUPERVISES: Part-time Staff and Coordinates Volunteer Activities

DESCRIPTION:

Under the direction of the Recreation Director, is responsible for planning, directing and coordinating tournaments, trips, special events and fitness programs, senior program, special services vehicle and employee wellness program. Also, assists with departmental special events.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Coordinates, supervises and promotes tournaments, senior program activities including trips and special events.
2. Provides coordination and daily oversight over the special services transportation program.
3. Supervises part-time staff and volunteers.
4. Assists in planning events, facility improvements and determining equipment needs to ensure effective utilization of resources.
5. Responds to citizen inquiries, complaints and information requests.
6. Assists in the solicitation of donations and corporate sponsorships.
7. Assists public at window and provides telephone backup support.
8. Responsible for participant registration.
9. Assists in the daily operation of municipal recreation programs, facility scheduling and monitoring facility usage.
10. Responsible for transporting equipment and supplies between locations.
- 2.11. Responsible for developing, implementing and evaluating of fitness programs.
12. Assists in the development of marketing materials designed to attract and enhance participation, including annual program/facility brochure.
13. Monitors and evaluates programs to insure goals and objectives are being met.
14. Prepares reports, evaluations and general correspondence.
15. Responsible for maintaining accurate records and evaluation summaries for all programs and events.
3. Responsible for maintaining accurate records and evaluation summaries for all programs and events.
4. Gathers information from local patrons to determine program success, generate ideas for future programs and identify volunteers.
5. Assists in the daily operation of municipal recreation programs and facilities.
6. Assists in the development of marketing materials designed to attract and enhance participation.
7. Assists in the supervision of part-time staff, officials, and community service workers and in coordination volunteer activities.
8. Responds to citizen inquiries, complaints and information requests.
9. Assists public at window and provides phone backup support.
10. Assists in the development, implementation and evaluation of programs.
11. Monitors and evaluates programs to insure goals and objectives are being met.
12. Assists in compilation and maintenance of mailing list.
13. Prepares reports and general correspondence.
16. Performs additional other duties as assigned, directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess valid driver's license.
2. ~~Graduation from an approved high school or GED equivalent.~~ Prefer graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, natural resources administration, public administration or related field.
3. ~~Prefer fitness certification.~~
4. ~~Prefer experience in supervising employees and working with volunteers.~~
3. Three (3) years experience in recreation field; or any equivalent combination of post-bachelor's degree full-time education and experience with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. Two (2) years experience in supervising employees and coordinating activities of volunteers.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
3. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to prepare and maintain accurate records and reports.
7. Conflict management skills.
8. Knowledge and understanding of park and ball field maintenance.
9. Knowledge and understanding of sports rules and regulations.
10. ~~Basic computer skills and ability to use MS Office products.~~
11. Basic mathematical and money-changing skills.
12. Ability to operate office equipment such as a photocopier, fax machine, ~~risograph~~ and postage meter.
13. Ability to provide own transportation.

14. Ability to work varying schedules, including nights evenings, and weekends and holidays.
15. Ability to consistently maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

Signature
45.

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Assistant Recreation Director

POSITION REPORTS To: Recreation Director

POSITION SUPERVISES: Program Coordinator, Part-time Staff and & Coordinates Volunteers Activities

DESCRIPTION:

Under the direction of the Recreation Director assists in planning, directing and supervising municipal recreational activities, with primary responsibility for special events, sports leagues and tournaments.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Supervises Program Coordinator, part-time staff, officials and community service workers, and coordinates activities of volunteers.
2. Assists in hiring, training, scheduling, supervising and evaluating employees and coordinating volunteer activities.
3. Responsible for planning events, assisting with facility improvements and determining equipment needs to ensure effective utilization of resources.
4. Responds to citizen inquiries, complaints and information requests.
5. Assists in preparing annual budget and directs expenditure of departmental funds.
6. Assists in the solicitation of donations and corporate sponsorships.
7. Assists in the daily operation of municipal recreation programs, and facilities, facility scheduling and monitoring of facility usage.
8. Assists Recreation Director in planning events, facility improvements and equipment needs to ensure effective utilization of resources.
9. Responsible for issuing equipment to coaches and participants, and ensures proper return of same.
10. Assists in the development, implementation and evaluation of programs.
11. Assists in the development of marketing materials designed to attract and enhance participation including annual program/facilities brochure.
12. Monitors and evaluates programs to insure that goals and objectives are being met.
13. Responsible for the compilation and maintenance of mailing list.
14. Responsible for transporting equipment and supplies between locations.
15. Responsible for Assists in participant registration.
16. Responsible for Assists in facility scheduling and monitoring facility use.
17. Organizes leagues and develops schedules for sports programs.
18. Prepares reports, evaluations and general correspondence.
19. Responsible for the compilation and maintenance of records.
20. Oversees the inventory and purchase of equipment and supplies, including development of bid specifications.
21. In absence of Recreation Director, directs departmental operations.
22. Attends department head and City Council meetings and reports as needed.
23. Acts as a liaison and staff to the Parks & Recreation Advisory Board.
24. Performs additional other duties as assigned, directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

Note: — Physical examination and drug screening tests will follow all conditional offers of employment.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS (CONTINUED)

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, natural resources administration, public administration or related field.
3. Five (5) years experience in recreation field; or any equivalent combination of post-bachelor's degree full-time education and experience with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
- 3.4. Prefer two (2) Three (3) years experience in supervising employees and coordinating activities of volunteers.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge of the principles of organization, administration and personnel management.
3. Knowledge and understanding of recreational program development and implementation.
- 2.4. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
- 3.5. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
- 4.6. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
7. Ability to work independently, as part of a team and with the public.
- 5.8. Ability to communicate effectively, both orally and in writing.
- 6.9. Ability to prepare and maintain accurate records and reports.
10. Ability to handle confidential information in a sensitive manner.
- 7.11. Conflict management skills.

- 9.12. Knowledge and understanding of sports rules and regulations.
- 10.13. Basic computer skills and ability to use MS Office products.
- 11.14. Basic mathematical skills and money-changing skills.
- 12.15. Ability to operate office equipment such as a photocopier, fax machine, ~~risograph~~ and postage meter.
- 13.16. Ability to provide own transportation.
- 14.17. Ability to work varying schedules, including evenings, nights and weekends and holidays.
- 15.18. Ability to consistently maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Recreation Director
POSITION REPORTS TO: City Administrator
POSITION SUPERVISES: Recreation Personnel

DESCRIPTION:

Under the direction of the City Administrator, is responsible for the overall planning, directing and supervision of municipal recreational activities at the Community Center, municipal playgrounds, parks, and recreational areas, swimming pool and golf course.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Oversees the daily operation of municipal recreation programs and facilities.
2. Supervises both full time and part-time staff, including Senior Center staff.
3. Evaluates effectiveness of recreation areas, facilities, and services; studies local conditions and develops immediate and long range plans and goals to meet the recreational needs of all age groups.
4. Responsible for hiring, training, scheduling, supervising and evaluating employees, and coordinating volunteer activities.
5. Responds to citizen inquires, complaints and information requests.
6. Prepares annual budget and directs expenditure of departmental funds.
7. Assists in inspecting Inspects recreational areas, facilities and equipment to determine safety, adequacy and maintenance needs.
8. Responsible for the development of marketing information designed to attract and enhance participation, including yearly program/facility brochure.
9. Acts as a liaison and staff to the Parks & Recreation Advisory Board.
10. Researches grants and programs of interest to the community in the area of recreation development.
11. Responsible for the development and implementation of Master Parks and Recreation Plan. Also produces an annual program and facility development plan.
12. Oversees the inventory and purchase of equipment and supplies including development of bid specifications.
13. Attends Department Head and City Council meetings and reports as needed.
14. Solicits donations and corporate sponsorships.
15. Responsible for maintaining accurate records and evaluation summaries for all programs.
16. Coordinates capital improvement project development and scheduling with Public Works Director.
17. Performs additional other duties as assigned, directed or as the situation dictates.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
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- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, natural resources administration, public administration or related field.
3. ~~Seven (7) Three (3)~~ years experience in recreation field; or any equivalent combination of post-bachelor's degree full-time education and experience, with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. ~~Five (5) Two (2)~~ years supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. ~~Extensive~~ knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge and understanding of recreational program development and implementation
3. Knowledge and understanding of ~~budget methods and procedures~~ municipal finance and budgeting.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Knowledge of the principles of organization, administration and personnel management.
6. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak to public and deliver presentations.
- 4.7. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
- 5.8. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
- 6.9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to work independently, as part of a team and with the public.
- 7.11. Ability to communicate effectively, both orally and in writing.
- 8.12. Ability to prepare and maintain accurate departmental records and reports.
13. Ability to handle confidential information in a sensitive manner.
- 9.14. Conflict management skills.
- 10.15. Knowledge and understanding of park and ball field maintenance.
- 11.16. Knowledge and understanding of sports rules and regulations.
- 12.17. Basic computer skills and ability to use MS Office products.
- 13.18. Basic mathematical skills.

- 14.19. Ability to operate office equipment such as a photocopier, fax machine, ~~risograph~~ and postage meter.
- 15.20. Ability to provide own transportation.
- 16.21. Ability to work varying schedules, including ~~nights~~ evenings, weekends and ~~holidays~~~~weekends~~.
- 17. Ability to consistently maintain regular and dependable attendance ~~on~~ the job.

I have read and understand the requirements of this position description.

Signature

Date