



City of Pacific Grove
Established Date: 12/18/2013

RECREATION COORDINATOR, SENIOR

SUMMARY: Under general supervision, plans, organizes, manages, and coordinates the functions and staff of the City recreation programs, recreation facilities, sports and aquatic programs, youth programs, and special events; ensures that safe and appropriate recreation programs are provided for the community.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the recreation programs to meet community needs; manages operations, evaluates issues, and recommends solutions; ensures that recreation services are provided in alignment with City's goals, and within fiscal constraints.
- Plans, organizes, coordinates, and manages City recreation facilities and programs, including aquatics, sports, senior services, youth and preschool programs, facility rentals, and special events; ensures programs are delivered in a safe environment and within budget requirements.
- Evaluates community needs, and develops plans, goals, objectives, policies and procedures to effectively and efficiently deliver recreation programs and services to the City residents and visitors.
- Plans and manages resource allocations; ensures efficient operations and cost-effective practices; manages the collection, analysis, and reporting of operational, budget, and financial data; analyzes future needs, and forecasts resource requirements.
- Manages staff, develops priorities, and assigns tasks and projects; trains staff, and conducts performance evaluations; meets regularly with staff to discuss recreation programs, workload, priorities, customer service, and technical issues.
- Plans, organizes, and manages recreation operations and public programs; maintains a level of service to keep pace with customer needs and requests.
- Manages administrative functions, including budget, contracts, purchasing, operations reports, research, vendor relations, and customer service issues.
- Provides information, instructions, and assistance to the public and others having business with the City; assists customers with requests, applications, and other documents; manages public relations efforts with advocates, advisory groups, and community organizations.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Recreation Administration, Business or Public Administration; AND five years experience in recreation program management, including supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.

- Federal, State and local laws, policies, rules, and regulations governing the conduct and safety of public recreational facilities and programs.
- Aquatic Operations; health codes, machinery and chemistry.
- Program design and development trends in recreation facilities and programs.
- Legal liabilities and responsibilities for recreation services staff.
- Local community resources and regional community services programs.
- Techniques and practices for effective, efficient and cost effective management of allocated resources.
- Management and personnel administration methods, techniques and policies
- Principles and practices of government contract and project management.
- Accounting and budgeting practices in a municipal governmental agency.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Evaluating and interpreting program results and participation measures.
- Using initiative and independent judgment within established procedural guidelines
- Assessing community needs and developing solutions.
- Developing recommendations for improvements of recreation programs and facilities.
- Presenting reports and information in public hearings and neighborhood meetings.
- Managing and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Establishing and maintaining cooperative working relationships with employees, officials, other community services agencies and the general public.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. American Red Cross Standard First Aid Certificate or equivalent may be required for some job assignments. Current Lifeguard Certificate and current CPR for Professional Certificate may be required for some job assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and at City recreation facilities and venues.