

OPERATIONS COORDINATOR, PARKS AND RECREATION DIVISION

PURPOSE: To coordinate and guide operations of the Division.

FUNCTIONAL AREAS: Under the direction of the Manager, Parks and Recreation:

1. Coordinate the operations of the Division, including buildings, grounds, recreational facilities, and athletic complexes.
 - * A. Negotiate and recommend terms of outside contractual services and agreements, and ensure the enforcement of the provisions within those agreements.
 - * B. Inspect and evaluate maintenance and preparation of sports and play areas, recreational facilities, and athletic complexes; coordinate with maintenance operations to resolve issues and/or concerns.
 - * C. Maintain scheduling calendar for all areas and coordinate schedules with other divisions, departments and customers to ensure smooth operations of the facilities; operate computer system for the purpose of facilities management.
 - * D. Respond to emergency calls to address issues at facilities as needed.
 - * E. Coordinate and administer special projects and programs, including adult and youth special league programs.
 - * F. Implement Special League budget, and determine appropriate facility usage fees, and ensure proper collection of such fees.
 - * G. Authorize purchase of equipment and supplies within established limits of authority.
 - * H. Maintain inter-divisional and -departmental communication.
 - * I. Perform the duties and responsibilities of Manager, Parks and Recreation in his/her absence, including supervisory responsibilities as requested.
 - * J. Keep informed of new developments and changing requirements affecting division operations.
2. Act as liaison between the Division and other City departments and divisions, outside agencies, and special Interest groups.
 - * A. Coordinate division activities with other City departments and divisions, outside agencies, organizations, and programs.
 - * B. Collaborate with citizen and other public groups and with federal, state, and local agencies to bring about effective operation and improvement of recreational facilities.
 - * C. Act as liaison to the community to interpret departmental and divisional objectives and to respond to citizen inquiries, requests, and complaints.
 - * D. Represent the division at City Council meetings and legislative hearings, and to public officials.
 - * E. Assist local athletic organizations, Chamber of Commerce, and others in promoting Duluth as a tournament site
 - * F. Respond to a variety of inquiries and complaints from citizens.
 - * G. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Possession of a B.A. degree in Recreation, Physical Education, or a related field plus three (3) years of experience organizing and directing recreational programs, including at least one (1) year of supervisory or managerial experience; or
- B. An acceptable combination of education and/or experience equaling five (5) years which demonstrates possession of the knowledge, skills, and abilities listed below, including at least one (1) year of supervisory or managerial experience.

License Requirements

- ◆ A. Possession of a regular Minnesota driver's license or privilege by the date of appointment and thereafter.

Knowledge Requirements

- ◆ A. Knowledge of recreational programming philosophy, trends, principles, and techniques.
- ◆ B. Knowledge of league rules, regulations, and procedures.
- ◆ C. Knowledge of budgeting and purchasing procedures.
- ◆ D. Knowledge of general safety practices and procedures.
- ◆ E. Knowledge of effective supervisory practices.

Skill Requirements

- ◆ A. Skill in communicating clearly, effectively and persuasively, both orally and in writing.
- ◆ B. Skill in developing and maintaining complex schedules.
- ◆ C. Skill in budget development and administration.

Ability Requirements

- ◆ A. Ability to establish and maintain effective working relationships with City departments and divisions, outside agencies, organizations, and programs
- ◆ B. Ability to plan, develop, operate, and evaluate a comprehensive recreation program.
- ◆ C. Ability to establish and maintain effective working relationships with public and private officials and others.
- ◆ D. Ability to evaluate maintenance and repair needs of buildings, grounds, fixtures, and equipment.
- ◆ E. Ability to exercise good judgment and to accept responsibility.
- ◆ F. Ability to effectively use computers and standard applications software.
- ◆ G. Ability to compose narrative reports and documents.
- ◆ H. Ability to make oral presentations to groups.

Physical Requirements

- ◆ A. Ability to transport oneself to, from, and around buildings, grounds, recreational facilities, and athletic complexes.
- ◆ B. Ability to lift up to 50 pounds and carry materials and equipment weighing up to 25 pounds frequently; Ability to occasionally lift and carry with others equipment weighing up to 100 pounds.
- ◆ C. Ability to occasionally push, pull, kneel, and stoop to prepare facilities and grounds for set up or inspection purposes.
- ◆ D. Ability to frequently sit when for extended periods.
- ◆ E. Ability to frequently speak and hear to exchange information.
- ◆ F. Ability to attend work on a regular basis.

- * Essential functions of the position
- ◆ Job requirements necessary the first day of employment

Anlst: TS	Class:	Union: Supervisory	Pay: 1070	CSB: 20101103
CC: 2011	Res: 11-0018R	EEOC: Professional	EEOF: Natural Resources	WC: 9102