



JOB DESCRIPTION
Parks and Recreation Coordinator

Job Class: 4

Pay Range: \$39,000 – \$49,890

FLSA Status: Non-Exempt

Department: Parks and Recreation

Supervised by: Assistant City Administrator

Approved:

JOB DEFINITION

The Parks and Recreation Coordinator develops, plans, organizes, promotes, schedules, and supervises assigned Edgerton Parks and Recreation programs and events. This includes but is not limited to fitness, sports, hobbies, volunteer programs, special events, festivals and community programs. Assists in the publicity of activities to foster involvement for programs; and provides assistance and support to assigned management staff. This employee is responsible for project management and oversight related to park and recreation activities. Coordinates with Johnson County Parks & Recreation for all activities related to Big Bull Creek Park. Coordinates the maintenance of City parks facilities with the Public Works Superintendent.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Assistant City Administrator
- Supervises employees assigned to Parks Department
- Coordinates work with other City departments as needed

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Develop, organize, schedule and supervise assigned programs and events offered by Edgerton Parks and Recreation including community events, athletics, youth and adult fitness, cultural arts programs, camps, adaptive recreation programs and instructional classes. Coordinates with Johnson County Parks and Recreation Department for the above mentioned at Big Bull Creek Park. Serves as liaison to community groups that host special events in Edgerton such as Mayor's Christmas Tree and Frontier Days committee.	35
2	Partners with Public Works for maintenance of all city parks and other city-owned spaces used for park activities. Coordinates for maintenance of all equipment, including playground safety inspections, grounds maintenance, landscaping, shelters/structures, etc. Participates in the planning, coordinating and budgeting of parks and recreations programs and projects. Coordinates and oversees RFP's and consultant selection for projects. Serves as the project manager for park and recreation related projects and consultant work.	25
3	Participate in annual budget development processes for assigned programs; monitor expenditures and ensure adherences to budget; gather data for annual budget; recommend budget adjustments and modifications as appropriate and necessary.	20

Importance	Tasks	% of Time
	Recommends equipment replacement and purchase schedules. Develops/recommends capital improvement projects related to park facilities and grounds	
4	Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time	10
5	Maintain records and develop reports and related correspondence concerning new or ongoing programs and events; maintain and file related reports as required. Process registrations for programs and reservations/rentals for park facilities. Participate in the preparation of program marketing material including flyers, schedules of events, pamphlets and brochures; oversee distribution of published materials.	10

IMPORTANT JOB FUNCTIONS:

- Maintain effective communication and good working relationship with all employees of the City as well as Johnson County Parks and Recreation and all patrons of the City.
- Plans and implements classes, camps, and programs consistent with the vision of the Governing Body.
- Plans and monitors the budget for all programs and activities.
- Serves as the project manager for all consultant-led projects related to Parks and Recreation activities.
- Serves as the project manager for construction projects related to parks and recreation activities.
- Provide assistance to participants as necessary; respond to questions regarding assigned programs; assist with special programs and events.
- Regularly monitors and evaluates quality, responsiveness, efficiency and effectiveness of park facilities and recreational programs.
- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Coordinates and plans for sponsorships of parks and recreation programs and special events.
- Manage and participate in the development and implementation of goals, objectives and priorities for assigned programs and services.
- Assists the Assistant City Administrator with strategic planning, city goal development, and related duties and documents.
- Represents the City on various boards and organizations on the local, regional and state levels. Represents the department at various board and committee meetings and provides liaison with other departments and citizens groups.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

Machinery and equipment as required for the essential functions of the job

MINIMUM QUALIFICATIONS REQUIRED:Education and Experience:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Recreation Administration, Leisure Services, or a related field.

Two years of increasingly responsible experience in park and recreation programming including one year of administrative or supervisory experience.

Licenses and Certifications:

Valid Driver's License with safe driving record during employment

KNOWLEDGE, SKILLS, AND ABILITIES:Knowledge of:

- Personnel practices and policies, employment and labor law, contract negotiations, and risk management.
- General knowledge of principles and practices of city management.
- Methods and practices of assembling, analyzing, and presenting statistical data.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.
- Necessary operational characteristics, services and activities of City of Edgerton maintenance.
- City safety procedures for all aspects of job.

Skill in:

- Communicate clearly and concisely, both orally and in writing.
- Excellent attention to detail.
- Document operating records of various tasks and assignments.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing.
- Ability to interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Document operating records of various tasks and assignments.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected officials, and the public.
- Establish and maintain effective working relationships with all encountered during the course of work.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and 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 ability to adjust focus.

- Maintain effective audio-visual discrimination and perception needed for:
 - making observations
 - communicating with others
 - reading and writing
 - monitoring assigned activities and operations
 - operating assigned equipment.
- Maintain mental capacity which permits:
 - making sound decisions and using good judgment
 - prioritizing work activities
 - demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - sitting, standing, or walking for extended periods of time
 - lifting or carrying light to moderately heavy objects
 - operating assigned equipment.

WORKING CONDITIONS:

Work is performed in an office, and in the field exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate. This position contains an element of risk to personal safety.

This job requires attendance at evening meetings/events which include regular and special meetings of the City Council, community festivals and events, delegated advisory boards, committees, and community groups. Attendance at overnight seminars and conferences may also be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____ Employee	_____ Signature	_____ Date
_____ City Administrator	_____ Signature	_____ Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.