**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE:** **Parks and Recreation Administrative Coordinator** **UNION: 231**
**SG: 5**
**DEPARTMENT:** **Parks and Recreation** **CS: N**
**FLSA: N**
**EEO4CODE: AS**

## JOB SUMMARY:

Plans, develops, implements and supervises the Administrative Program of the Parks and Recreation Department. Administers and manages contracts and grants, participates in short- and long-range planning and develops, recommends and implements department policies and procedures. Coordinates and supervises the work of office support staff to carry out program objectives. Serves as a member of the Department's management team. Provides project coordination and support for the Department Director, including department budget preparation. Serves as department liaison with diverse external community organizations and internal City stakeholder committees and policy-makers. Serves as staff coordinator for the Parks and Recreation Advisory Board and other advisory boards and committees as assigned. Performs confidential personnel functions for the Department. Position requires a high degree of professionalism, confidentiality and discretion.

## SUPERVISORY RELATIONSHIP:

Reports directly to Parks and Recreation Director. Supervises administrative support personnel, including Reception/Registration/Reservation Clerks, Parks Accounting Clerk and temporary personnel. Work is performed under general supervision and the guidance of City and Departmental policies and procedures and State and Federal laws and City ordinances and codes.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Manages the Administrative Program of the Parks and Recreation Department. Establishes departmental standards for administrative functions and implements improvements to systems and procedures. Participates in short- and long-range planning to develop department projects and priorities. Plans, organizes, assigns and supervises activities of office and administrative support staff. Establishes policy and procedures for program area including the department Scholarship Program, setting program and facility fees and authorizing refunds.

2. Manages the Grant and Contracts Program of the Parks and Recreation Department. Oversees department grants including capital project and work study grant application and administration. Negotiates, prepares and manages contracts for lease agreements, facility use agreements, licenses, programs and services including requests for proposals, scopes of work, compiling and maintaining data, analyzing market value and costs, monitoring compliance and/or progress, preparing reports and providing recommendations.

3. Oversees cooperative programs with the public and external agencies including the Community Garden Program and the Bellingham School District Interlocal Agreement. Establishes policy and procedures for program area, negotiates cooperative agreements, analyzes program revenue and expense, monitors for compliance, prepares reports and provides recommendations.

4. Prepares the annual budget for the Administrative Division of the Parks and Recreation Department and presents it to the Director. Manages expenditures of Administrative Division funds in accordance with budget appropriations as approved by the City Council. Assists in the preparation of other Parks and Recreation Department Division budgets. Monitors department-wide budget and makes recommendations on expenditure and cost savings.

5. Makes recommendations on department policy and develops and implements procedure for program areas. Provides guidance to department-wide staff on issues related to policy and procedures. Serves as department stakeholder on various inter-departmental City workgroups to participate in the selection and/or implementation of Citywide systems and procedures.

6. Serves as staff coordinator for the Parks and Recreation Advisory Board and other boards as assigned; develops process and procedures for Board; organizes materials on all business matters; prepares agenda; initiates and composes correspondence, reports, Board recommendations and meeting minutes; conducts follow-up assignments, as necessary.

7. Provides project coordination and support for the Parks & Recreation Director and Department Managers. Prepares departmental reports, planning documents, applications, media releases, web content and presentations. Researches and prepares a variety of correspondence, presentations to internal and external audiences, brochures, handouts and educational materials. Responds to a variety of inquiries, complaints, correspondence and messages from the public, other agencies, City staff and elected officials. Maintains Director's schedule; coordinates meetings and conferences; makes travel arrangements as required.

8. Oversees the administration of the Recreation software system for the Parks and Recreation Department. Makes/authorizes improvements to the software system to better support Department needs. Manages activities in program maintenance, program registration, facility booking, point of sale and revenue reconciliation. Authorizes account adjustments, refunds and scholarships. Serves as department coordinator with the Information Technology Services Department for software selection and implementation and main point of contact with system vendor for ongoing maintenance and system support. Serves as department coordinator with the Finance Department and the State auditor to ensure compliance with City policy and State audit regulations. Coordinates training for staff as needed on use of the system.

9. Coordinates with the Human Resources Department for hiring, payroll and personnel activities. Oversees employee selection and payroll processes for multiple divisions of the Parks and Recreation Department. Maintains confidential personnel files. Through assigned staff, maintains and processes payroll records, maintains organizational charts, job descriptions and procedure documentation.

10. Assigns, supervises, trains and evaluates work of assigned clerical, customer service or other support staff. Conducts performance evaluations to guide the development of employees and provide a record of performance. Participates in the selection of new employees and provides initial orientation for staff. Applies labor agreements and personnel policies. Develops performance standards and monitors performance. Makes recommendations, and implements employment actions, including discipline with department head approval.

11. Serves as Records Management Officer; directs the work of assigned staff to organize, update, maintain, purge and archive files, records and other documents in compliance with City's records management schedule. Maintains confidential records for the Department and determines the appropriate release of records and information. This may include the Department’s personnel records as well as information specific to the Department.

## ADDITIONAL WORK PERFORMED:

1. Serves as department web content manager; responsible for drafting and posting program and project content to the City's website and the department Facebook page.

2. Determines need for and inventory of office supplies and equipment; responsible for purchasing.

3. Serves as equipment custodian (using asset tag system) of Parks and Recreation offices, ensuring proper identification and record of equipment location.

4. Performs related work of a similar nature or level.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- The principles, methods and legal requirements of contract preparation, negotiation and administration.
- Bookkeeping and accounting principles, budgetary and financial concepts sufficient to serve in budget preparation and monitoring, oversight of department purchasing, accounts payable, accounts receivable and grant preparation and monitoring.
- Office management principles and procedures and the department's purpose, functions and practices.
- The purpose, function and practices of the City and Department including the operational relationships between City departments, other governmental agencies and community groups and agencies.
- Department and City policies and procedures and ability to apply and explain them in detail, as well as draft and implement new policies and procedures.

Skill in:
- Excellent oral and written communication skills.
- Working well with public, external agencies and City staff using courtesy, tact and good judgment.
- Working effectively as part of a team.
- Using software including word processing, spreadsheets, database management, web applications and Department specific applications (Active System).
- Project research, analysis, planning, coordination and implementation skills.
- Planning, organizing, problem-solving and decision-making including flexibility and adaptability.

Ability to:
- Provide direction and supervise other staff member(s).
- Work well under deadlines, pressure and heavy workload.
- Interpret and apply laws, analyze issues and formulate suggestions for compliance; organize facts, arguments and conclusions in clear and logical sequence.
- Conduct self with poise and impartiality, persuasively seek settlement to disputes and work with diverse populations.
- Work independently to carry out position responsibilities.
- Maintain confidentiality of documents and sensitive communications.
- Maintain consistent and punctual attendance
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Perform the physical essential functions of the job, including:
  - Correctable visual acuity to read a computer screen and a typeset page;

- fine finger dexterity to manipulate a computer keyboard and mouse;
- lift and move objects weighing up to 35 lbs occasionally.

## WORKING ENVIRONMENT:

Work is performed primarily indoors in an office setting with considerable public contact and visibility, as well as extensive periods of time sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment.

## EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in public administration, business administration or a related field.
- Three years of experience in program administration, including planning, developing and implementing program policy and procedure and establishing standards for administrative functions.
- Two years of experience coordinating and managing a complex office environment including supervisory responsibilities.
- One year of experience providing first line administration and support of a computer system, experience in system implementation preferred.
- Strong computer skills in word processing, data management, spreadsheet and related applications.
- Municipal or other public sector experience preferred.
- Familiarity with parks and recreation terms and standards preferred.
- Experience with the following preferred:
  - Budgeting and fiscal management in a municipal or public sector environment
  - Contract development, administration and compliance
  - Writing and managing grants

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

## NECESSARY SPECIAL REQUIREMENTS:

- Must pass a police background check, to include a Washington State Child and Vulnerable Adult check and criminal conviction check, prior to hire.
- Willingness to work some evenings and early mornings.

**PREPARED BY:** Hill/Spear/Klemanski
Joint Classification Committee
12/02

**REVIEWED BY:** _____
James King
Parks and Recreation Director

**REVISED BY:** Hill/Spear
4/06

Hill/Spear
3/07
Haveman/King
Sullivan
11/14