



Job Description

Department: Parks and Recreation **Classification:** Non-exempt
Job Title: Administrative Coordinator - Departmental
Reports to: Parks and Recreation Director and Managers
Date job description last revised: July, 2021

GENERAL DESCRIPTION OF DUTIES:

This position coordinates projects and provides general administrative support to the Parks and Recreation Director and staff. Projects can include contract and grant administration, public communication, customer service and software support, bookkeeping duties and office management. This position would also assist with project and departmental budgets. Primary duties involve interaction with the public and contractors as well as other City personnel. Work setting is fast paced due to multiple demands and a wide variety of activities associated with maintaining and improving City amenities and attractions.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Parks and Recreation Director and provides a support role to the Parks and Facilities Manager and the Recreation and Aquatics Manager of the Parks and Recreation Department. Works closely with staff in the Department, in other City Departments and outside organizations that do business with the Department of Parks and Recreation

ESSENTIAL DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Prepares memos and press releases to inform City Council and members of the public about projects and activities.
- Manages the department information on the City website and posts press releases.
- Views and assigns public comment/feedback to appropriate staff members
- Creates bills for P&R services using the city-wide accounting software.
- Routes invoices for proper approval, assists with proper account coding, generates financial reports and assists with budget management for the department.
- Assists with hiring personnel for the department.
 - Review job description
 - Create requisition forms
 - Collect applications
 - Organize interviews
 - Communicate with applicants
 - Complete hiring paperwork
- Problem solve computer program and telephone issues

- Manage billing to patrons and businesses
- Ensure accountability for monies concerning Special Events, Park Rentals and other Park or Department related collections and transactions.
- Assist in assuring that website, calendar and other public information is accurate
 - Access and read website pages weekly
 - Review Facebook and Instagram a few times a week
 - Cross reference department calendars and public information
- Drafts agreements and contract documents using standard forms and templates and coordinates execution of such contracts and related documents.
- Completes a variety of bidding, contracting and public notice documents such as RFPs, bid tabulations, notices of award, notices to proceed, notices of final settlement, etc.
- Prepares and maintains records of clothing and boot allowance and on-call schedules.
- Addresses parties interested in park rentals and event organization:
 - Answers questions about services;
 - Promptly relays messages to appropriate staff members.
 - Create SmartRec accounts
 - Issue invoices and collect money
 - Create and complete event specific folders and memos for documentation and recording
 - Update Department calendar
- Provides prompt, accurate and friendly assistance to contractors, developers, property owners, and the general public.
- Effectively communicate with the public about department projects and services
- Performs clerical duties to support the department including typing reports and other materials.
- Maintains efficient operation of office equipment and office appearance.
- Maintains updated desk procedures for area of responsibility.
- Complete all necessary records and reports.
- Handle a variety of other ad hoc duties and special projects, as assigned.
- Ensure that Payroll is submitted bi-weekly and appropriate reports are submitted
- Possibly work 1 Representative shifts per week.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Proficiency with Google Suite, Microsoft Office (Word, Excel, Powerpoint), Adobe Acrobat, financial software applications, email applications and all general office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong customer service orientation & ability to resolve/diffuse issues and complaints.
- Well-developed oral and written communication skills.
- Must be comfortable using a personal computer and printer, programs including MS Word & Excel, Adobe Acrobat, be able to navigate the web, program the telephone system, postage machine and other office equipment.
- Must be able to multi-task.
- Strong organization skills and attention to detail and accuracy.
- Ability to become a "go to" person for taking care of department needs and ad hoc requests.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

The majority of this position's duties are performed in an office environment. Visual and physical ability to work on computers for substantial amounts of time, constant sitting in office chair, standing at customer counter for more than 15 minutes, frequent walking, writing, bending, and reaching; occasional lifting of items weighing 30 pounds and reaching and lifting above the shoulders. Will make frequent visits to other City offices and occasional trips to external locations.