

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>R&amp;P Area Coordinator</b>
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**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** R810

**JOB SUMMARY**

The purpose of this classification is to plan, coordinate and implement a major programming area within an assigned Division of the City’s Recreation and Parks Department. Work involves managing multiple programs, assigned facilities, and significant staff and resources. Programming areas involve recreation, fitness, athletic, performing arts, or visual arts programs, operations and special activities.

**ESSENTIAL JOB FUNCTIONS**

- Performs strategic planning for assigned programming area; establishes goals and objectives for programming area; works to ensure the provision of dynamic, flexible and expanding programs and services; develops overall work plans for multiple programs, facilities and special events; and establishes programming area policies and procedures.
- Organizes, plans and develops and supervises programming and/or activities for adult and youth
- Anticipates future programming needs in regard to community entities, community organizations, schools, etc. and coordinates appropriate activities to enhance residents’ experiences within the parks and the community.
- Predicts trends and attitudes in regard to community needs and respond accordingly.
- Tracks and prioritizes programmatic needs and budget accordingly.
- Compiles, develops, and edits participant information in a variety of formats and applications.
- Manages and directs staff to ensure the safety of facilities and programmatic spaces and areas.
- Inspects program areas on a regular basis and execute any maintenance items related to those.

- Coordinates the use of equipment, facility spaces and other resources between area programs and between internal and external user groups; and prioritizes and allocates resources according to program demands.
- Oversees the implementation of area programs and operations; ensures adherence to established policies and procedures; promotes risk management and safety; evaluates overall effectiveness of area programs and services; directs subordinate staff in the development and implementation of changes to improve programs; and recommends broad/strategic changes to the management.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Establish effective working relationships with City employees, management, community groups, sponsors, local businesses, media representatives and other parties with programming area interests and interactions; develops partnerships with other agencies and departments; provides customer service and assistance to patrons, participants, and the general public; resolve sensitive issues and problems; and provides information regarding programs, policies and services.
- Develops programming area budgets; directs subordinate supervisors in the development of individual program budgets; synthesizes information into administrative documents, work plans and budgeting recommendations for the programming area; and manages approved area budgets.
- Supervises and performs marketing and promotional activities for area programs; prepares and/or oversees the development and distribution of communications and marketing materials; engages in and supervises public relations and outreach activities; and provides program information to websites, media venues and community groups.
- Manages the establishment and maintenance of area databases, files and records; reviews and/or prepares financial, statistical and operational records; reviews incident and accident reports; prepares performance reports, correspondence and other documents; and presents information to management upon request.
- Attends meetings as necessary to plan and execute the overall direction of the department.
- Serves on local, state and national association committees and boards related to specialized programs
- Manages assigned equipment, facilities, materials, supplies and other fixed assets; reviews requests for new equipment and maintenance/repair work; works with maintenance staff to coordinate needed maintenance and repairs; prepares bid quotations and purchase orders; procures equipment, materials and supplies; and implements inventory and control procedures.
- Operates a personal computer, general office equipment, and recreational equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database or other system software.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in a related field; supplemented by four (4) years of progressively responsible experience supervising community programs, resources and staff; or any equivalent

combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Licenses or Certifications:**

- Dependent on scope of specific role and responsibilities.

**Special Requirements:**

- Dependent on scope of specific role and responsibilities.

**Knowledge, Skills and Abilities:**

- Knowledge of principles, practices, techniques and equipment used to plan, develop and implement community programs and facilities.
- Knowledge of rules, regulations and applicable safety requirements governing assigned programming area.
- Knowledge of City administrative policies and procedures and of the principles of supervision. Skill in the operation of general office equipment.
- Ability to develop and execute well-rounded programs and activities for a diverse community base.
- Ability to manage assigned programs, staff and resources.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinate supervisors and the ability to interact with participants, volunteers and the general public in an effective manner.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**PHYSICAL DEMANDS**

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*