

PARKS, RECREATION & LIBRARIES COORDINATOR I  
PARKS, RECREATION & LIBRARIES COORDINATOR II

DEFINITION

To plan, organize, market and coordinate a variety of parks, recreation, library and community services programs as assigned; to oversee day-to-day program and related-facility needs; and to perform a variety of professional and technical level tasks relative to area of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

Parks, Recreation & Libraries Coordinator I - This is the entry level class in the Parks, Recreation & Libraries Coordinator series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Parks, Recreation & Libraries Coordinator II – This is the journey level class within the Parks, Recreation & Libraries Coordinator series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions within this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Parks, Recreation & Libraries Coordinator I

Receives general supervision from assigned supervisory personnel.

Exercises direct supervision over technical, maintenance, administrative support and/or part-time personnel.

Parks, Recreation & Libraries Coordinator II

Receives direction from assigned supervisory personnel.

Exercises direct supervision over technical, maintenance, administrative support and/or part-time personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, and coordinate a variety of parks, recreation, library and community service programs, events and/or classes.

Schedule, plan, and direct program activities, classes and events associated with assigned parks, recreation and/or library program area; promote assigned program, event and/or classes through news releases, public service announcements, flyers, brochures, social media, email marketing and current website information.

Participate in the selection of full-time and part-time staff, contract instructors, and volunteers; provide and coordinate training, oversee work activities and performance and make related recommendations.

Provide input to program budget recommendations; monitor and control expenditures; authorize purchase requests for materials and supplies; assure adequate inventory of needed supplies.

Assist with the creation and implementation of marketing plans for assigned programs and services; promote and market a variety of existing and new recreation and library services; foster public awareness of available services and programs.

Facilitate emergency drills and safety training of facilities; ensure off-site excursions meet City safety and liability requirements.

Supervise the use and scheduling of facilities; work with other City departments and divisions to ensure proper maintenance and safety of facilities related to assigned program area; oversee City field use including youth sport allocations, joint use agreements, and rentals.

Prepare financial and statistical reports related to program activities; benchmark programs and services; compile and analyze trends; prepare other reports and administrative materials.

Participate in budget preparation and administration; prepare cost estimates for assigned programs; submit justifications for part-time and seasonal staff, materials, supplies and services; monitor and control expenditures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Parks, Recreation & Libraries Coordinator I

Knowledge of:

Basic principles and practices of parks, recreation and/or library program development and service delivery.

Parks, recreational, Library educational and social needs of a wide variety of age groups and special populations.

Principles and practices of organizing groups, programs and services in a recreation environment.

Pertinent local, State and Federal laws, ordinances and rules.

Basic budget preparation and monitoring, cash control and related accounting practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, and databases.

Principles and practices of safety management.

Ability to:

Learn to plan, organize, and coordinate a variety of parks, recreation and/or library programs as assigned.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Train staff and volunteers in work procedures and requirements.

Learn to market assigned programs to identified groups.

Learn to manage operations of a variety of facilities.

Interpret and explain pertinent City and department policies and procedures.

Analyze problems, evaluate alternatives, and recommend or take effective course of action.  
Promote and enforce safe work practices and ensure facility and equipment safety.

Work weekends and evening shifts as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

One year of professional experience in parks, recreation and/or library program development and implementation and/or facility operations is desirable.

AND

#### Training:

A Bachelor's degree from an accredited college or university.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross within 6 months of hire.

### Parks, Recreation & Libraries Coordinator II

In addition to the qualifications for the Parks, Recreation & Libraries Coordinator I:

#### Knowledge of:

Principles and practices of parks, recreation and library program development and service delivery and sports and facilities management.

Principles and practices of organizing groups, programs and services in a community services environment.

Principles of budget monitoring.

Ability to:

Effectively assess the needs of the community and develop and implement a variety of parks, libraries and/or recreation programs that meet those needs.

Independently manage operations of a variety of facilities.

Prepare a variety of reports and maintain accurate records and files.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Parks, Recreation & Libraries Coordinator I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross within 6 months of hire.

5-11-19	Parks Recreation and Libraries Coordinator I/II
11-15-18	
10-31-14	
08-25-12	Recreation Coordinator I/II
03-02-06	
05-31-05	
07-01-02	
03-24-99	
07-01-98	
07-17-97	Parks and Recreation Technician/Specialist