

PARKS AND RECREATION FACILITIES COORDINATOR

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DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Performs professional and administrative work in all phases of planning, development, construction, and operation of County parks and recreational facilities. Work includes planning, organizing, and supervising the daily operation and maintenance of the facilities and assisting the Director in long-range planning and development. Work is performed under the general supervision of the Director of Parks and Recreation.

ESSENTIAL FUNCTIONS OF THE JOB:

Manages the daily operation of County park facilities, including Upper County Park, Mid-County Park, and Little Creek Reservoir.

Coordinates the construction, maintenance and repair of parks and recreation areas, equipment and facilities with other County personnel as needed.

Supervises the work of assigned staff; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.

Prepares the capital improvement budget and the annual operating budget for the division. Assists in developing goals and objectives and costs allocation. Makes recommendations and provides data for budget justification.

Coordinates the planning and implementation of short and long-range goals for parks and recreational facilities.

Monitors division budget. Prepares financial reports and maintains records of material, man hours equipment and operating costs. Prepares purchase orders, and materials and supply requisitions. Prepares short and long range revenue/expenditure projections.

Assists the Director with the acquisition and development of parks and recreation facilities, including coordination and development of joint school use facilities.

Provides technical assistance on proposed alterations or improvements to park facilities. Assists in cost estimation. Reviews technical drawings and specifications for projects. Provides technical advice and guidance to County personnel on projects being completed "in-house." Monitors work being done by contractors.

Coordinates the design, construction, and maintenance of community recreation facilities including; parks, recreation facilities community school facilities.

Oversees the leases for recreational areas between the County and other County and governmental agencies.

Oversees site plan review.

Works with the Planning Department on updates of Parks and Recreation Comprehensive Plan, the Park Master Plan, and the James City County Comprehensive Plan Update.

Oversees design specifications and formulation of bid specifications and blue prints.

Oversees all parks and recreation facility projects and operational responsibilities.

Oversees the collection and accounting of monies received from parks and recreation facilities.

Establishes procedures, guidelines, rules and regulations for the operation of park facilities.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Answers a variety of inquires and complaints from the general public concerning parks and recreation facilities and activities.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at various park and recreation areas throughout the County. Requires extensive movement about the facilities to monitor activities. Drives County vehicle to work locations. Some duties are also performed in an office setting and include the operation of a telephone and computer keyboard.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of all phases of community parks and recreational facilities and their operation and administration.

Comprehensive knowledge of the principles and methods of park planning, development and construction.

Knowledge of landscape architecture and general construction.

Ability to build teamwork and effectively manage and supervise employees.

Ability to establish and maintain effective working relationships with County employees, outside County agencies and organizations, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to analyze information and make recommendations.

Ability to read and interpret blueprints and technical drawings.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Parks Planning, Business Administration, Business Management, Public Administration or related. Extensive experience in park administration, park and recreation facility development, or related work, which shall have included considerable supervisory experience; or any equivalent combination of experience and education which provides the required knowledge, skills, and abilities.