

## **RECREATION PERMITS COORDINATOR**

### **Job Summary:**

Under general supervision of the Recreation Program Manager, plans, organizes, and supervises the City's recreation permits program.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and supervises the City's recreation permits program.
2. Reports on public response to the program, including information regarding schedules, expenditures, utilization of facilities and equipment.
3. Keeps inventory and oversees the maintenance of all permits program equipment.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in the preparation and monitoring of the permits program budget.
6. Drafts promotional materials to promote the permits program and generate revenue.
7. Provides information to and consults with the public.
8. Processes permits, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
9. May order equipment and supplies.
10. Recruits, hires, trains, schedules, supervises and evaluates part-time employees.
11. Maintains routine records related to the rental of facilities and permits program equipment.
12. Attends various meetings and training seminars.
13. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Associates degree in recreation or related field and two (2) years of full-time, paid experience in recreation which includes recreation permit processing. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Applicable rules, practices, and procedures regarding the rental of City facilities and equipment.
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.
- Community resources, needs, and limitations.
- Basic budgeting practices and procedures.

- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills, using tact, patience and courtesy.
- General inventory procedures and techniques.
- Cash/payment receipt procedures.
- Basic knowledge of recreation facilities.

**Skill and/or Ability to:**

- Develop promotional strategies, techniques, and materials used in attracting the public.
- Interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Operate computers and related software.
- Establish and maintain effective working relationship with others.
- Train, supervise, and evaluate staff.

**License and Certificates:**

Possession of valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Required to work evenings and weekends.
- Is subject to inside and outside environmental conditions.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to work weekends and/or evenings.