

FACILITIES COORDINATOR

Definition

Under supervision of the Community Development Director, to oversee and coordinate Patriot Park, city parks, the Community Center and other city facilities.

This part-time, at-will position will be no more than 20 hours per week.

Class Characteristics

This position shall enter into contracts for the use of Patriot Park, city parks, the Community Center and other city facilities in accordance with personnel and fiscal procedures of the City.

Examples of Duties (Illustrative)

- Supervises and coordinates the day-to-day operation and use of Patriot Park, city parks, the Community Center and other city facilities.
- Develops and implements scheduling procedures for use of parks, the Community Center and other city facilities
- Coordinates logistics with various individuals and community groups for the use of the parks, the Community Center, and other city facilities.
- Negotiates agreements with permanent users of parks, the Community Center and other city facilities. Monitors compliance of agreements.
- Plans and supervises the maintenance and repair of the parks, grounds facilities and equipment.
- Develops budget recommendations; implements and controls and adopted budget.
- Prepares and presents proposals and reports on activities and services.
- Supervises the collection and reporting of funds and the maintenance of all necessary records.
- Makes recommendations on the long range development and use of the parks, Community Center and other city facilities
- Establishes and maintains effective working relationships with community groups, local governmental agencies, staff and individual citizens of the community.
- Resolve and mediate scheduling conflicts in a professional manner.
- Performs related duties as assigned.

Qualifications

Knowledge of:

- Facility management procedures, practices and issues.
- Effective customer service principles.
- Basic computer software applications.
- Public safety issues and practices.
- Budget management.
- Coordination of community sports, leagues and community events

Ability to:

- Manage multi-use parks and facilities
- Prepare written reports and maintenance of records.
- Speak and writ effectively.
- Establish and maintain a good working relationship with a variety of community groups, city staff and the general public.
- Handle multiple assignments in a timely manner.
- Work with a minimum of supervision.
- Work weekends and/or evening work.

Education and Experience:

Graduation from high school or equivalent. Any combination of education and experience that provides the skills, knowledge and abilities listed is qualifying. A typical way to obtain these qualifications would be through two years of responsible administrative experience in coordinating community parks, programs or facilities.

Licenses:

- Possession of a valid California driver's license with a driving record acceptable with the City's Insurance Authority.