

February 8, 2007

For City Council Meeting  
of February 13, 2007

**Approval of Classification Specification and Salary Range for  
Recreation Coordinator**

**Recommendation**

Staff recommends that the Civil Service Board approve the class specification and salary range for Recreation Coordinator.

**Background**

This new full-time position in the Community Resources Department was approved in the 2006/2007 fiscal year budget. Previously the Community Resources Department was staffed with the Director, a Recreation Supervisor, an Administrative Assistant, and a Clerk Typist. The new classification of Recreation Coordinator was added to assist the Director and Recreation Supervisor in coordinating the more routine recreation services. Establishing a classification at this level also provides a career ladder in the recreation series.

**Analysis**

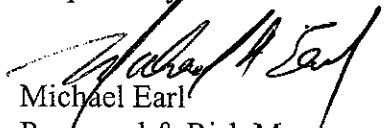
The attached class specification for Recreation Coordinator has been developed by outlining the duties to be performed by this position, by surveying other local agencies for comparable classifications, and by reviewing the duties and functions of other existing classifications in the Department.

The Recreation Coordinator will perform the more routine entry-level duties associated with the recreational services provided by the Department. This classification performs work under more direct supervision and is differentiated from the classification of Recreation Supervisor in the level of complexity and responsibility of work performed.

The salary range for this classification is recommended to be \$3,360 to \$4,083. The salary was established based on a survey of seven cities and by looking at the internal relationships of existing classifications within the city organization. Funds are included in the 2006/2007 Community Resources Department budget. This classification will be assigned to the Professional and Administrative Employees' Association.

Following review and approval by the City Council, the proposed class specification staff will then initiate a recruitment and examination process in order to fill the position. The resulting eligibility list will be presented to the Civil Service Board for certification. This specification was reviewed and approved by the Civil Service Board at their meeting of February 7, 2007.

Respectfully submitted:



Michael Earl  
Personnel & Risk Management Director

Concur:



Stephen Burrell  
City Manager

## **CITY OF HERMOSA BEACH**

### **Class Specification**

## **RECREATION COORDINATOR**

### **DEFINITION**

Under the direct supervision of the Community Resources Director, the Recreation Coordinator shall work cooperatively with the Recreation Supervisor and Recreation Leaders to provide a variety of recreational services to the public.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

Contract Class Coordination - conducts community needs assessment for recreation classes, develops class programs; recruits to hire contract class instructors; creates class descriptions and edits material for recreation brochure and City website; maintains computerized systems for class registration, acts as liaison with Information Systems personnel; monitors class conduction, provides instructors with evaluative feedback; prepares publicity necessary to promote recreation classes.

Facility Management - coordinates usage of public facilities, which includes the Community Center classrooms, tennis courts, skate track, gymnasium, Clark Building and hockey rink; implements facility bookings for class instructors, non-profit groups, and general public; prepares rental agreements for all user groups, processes timely billing and payment receipts; creates master schedule for staff and patrons.

Special Event Coordination – plans, coordinates, promotes, and leads implementation of community-wide special events, which may include the Tree Lighting Ceremony, Breakfast with Santa, Lunch with the Bunny and Egg Hunt, Dog Parade and Summer Celebration; co-coordinates with local non-profit groups to implement annual events with specified focus, which include pass-through walks and runs, beach volleyball tournaments, movies and other community events in the city parks, and tennis tournaments; develops senior excursions and adult field trips, books reservations and transportation, determines registration fees, allocates Prop A funding accordingly.

Supervision – supervises Skate Track Monitors, Tennis Court Monitors and Excursion Hosts; directs Contract Class Instructors, communicates applicable Department policies.

### **QUALIFICATION GUIDELINES**

**Knowledge, Skills & Abilities:** Knowledge of principles of the field of recreation and recreation programming is required. Strong organizational skills and ability to work independently are also required for the job. Attentive customer service to the public and

ability to multi-task in a fast paced environment is essential. Knowledge of the CLASS computer system is highly desirable.

**Education and Experience:** Requires two years of college-level coursework in recreation or a related field. Minimum of one year of experience in municipal recreation and minimum of two years of customer service experience.

**Licenses/Certificates:** Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

Approved by the Civil Service Board: 2/7/2007

Approved by the City Council: