



JUNE 2021
FLSA: NON-EXEMPT
BARGAINING UNIT: GE
JCN: 4208

PARKS PROGRAM COORDINATOR

DEFINITION

Under general direction, coordinates, inspects, and performs specialized work in the operation and maintenance of County park programs; serves as a lead worker by providing direction and training to lower-level staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks Manager. Exercises technical and functional direction over and provides training and guidance to staff as assigned.

CLASS CHARACTERISTICS

This is a single position, journey-level classification responsible for performing specialized work in support of the parks program, including inspecting, monitoring, and coordinating park operation and maintenance duties; and serving as a lead worker with responsibility for assigning, prioritizing, guiding, and monitoring the work of lower-level staff. The incumbent will work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex tasks.

This class is distinguished from the Parks Manager in that the latter is a division head with responsibility for planning and directing all County recreation and parks programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides lead direction and training to lower-level staff and seasonal employees; organizes, assigns, and monitors work of same; sets priorities and provides guidance and training based on established policies and procedures; follows up to ensure appropriate completion of assigned work.
- Provides input into employee performance, selection, and other personnel decisions.
- Coordinates department programs and activities with other departments and outside agencies; works with outfitters, guides, property owners, and the public in the planning and implementation of department programs.
- Inspects and evaluates maintenance to the Rubicon Trail and other trails within El Dorado County; inspects and evaluates river activities; identifies and directs remedial actions as needed.
- Determines the need for contracted repair services; inspects work performed by contractors upon completion.
- Responds to inquiries, appeals, and complaints related to park programs and activities to maintain good public relations.
- Uses, operates, and maintains rafts, safety equipment, and other equipment related to the work.
- May assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the various department programs.
- Provides training to lower-level and seasonal employees in work methods, use of tools and equipment and relevant safety precautions.
- Inspects vehicles and equipment, and performs minor maintenance; reports the need for major repairs and service; fuels and lubricates vehicles and related equipment; washes and cleans assigned vehicles.

- May act as the Parks Manager in his/her absence.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safety practices and procedures relating to the work, equipment, and tools utilized in the course of the work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Preventive maintenance and minor repair methods related to the equipment.
- Best Management Practices according to the Saturated Soils Water Quality Protection Plan.
- Whitewater oar boating and kayaking.
- Principles of providing functional direction and training.
- Principles and practices of recreation program supervision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, direct, assign, and review the work of others.
- Analyze administrative problems, evaluate alternatives, and recommend effective courses of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Promote and enforce safe work and recreation practices and ensure facility and equipment safety.
- Operate and maintain a variety of hand and power tools and equipment used in the work.
- Operate a 4-wheel drive vehicle on off-road terrain and trails.
- Operate rafts or kayaks on American River.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain cooperative and effective relationships with those contacted in the course of the work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to graduation from high school, supplemented by 30 units of college-level coursework in recreation management, resource management, park administration, business administration, public administration, or a closely related field;

AND

One (1) year of full-time experience performing outdoor recreation program support work.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength and stamina to visit various County sites and mobility to walk trails over rough, uneven, rocky and steep terrain, to operate varied hand equipment, and to operate a motor vehicle while traveling on off-road trails; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, hazardous physical substances and fumes, and hazardous machinery and power tools. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.