

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	<u> x </u>
CM	<u> x </u>
CA	<u> </u>

DATE: **AUGUST 25, 2004**

TO: **HONORABLE MAYOR AND CITY COUNCIL**

FROM: **SHARIE APODACA, DIRECTOR OF ADMINISTRATIVE SERVICES**

SUBJECT: **ADOPTION OF CLASS SPECIFICATION FOR EXISTING RECREATION COORDINATOR POSITION**

RECOMMENDED ACTION:

That the City Council adopt a Resolution entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING A CLASS SPECIFICATION FOR THE BUDGETED POSITION OF RECREATION COORDINATOR

DISCUSSION:

In the adopted FY 03-04/04-05 Budget, the position title and salary range of Recreation Coordinator was approved in the Community Services Division of the Administrative Services Department. This position will report to the Recreation Supervisor and is needed to assist in the planning, promotion and coordination of recreational program activities, and to help oversee part-time employees and volunteers.

Formal adoption of the class specification, however, was delayed pending initiation of a review of the City’s Classification Plan which covers all staff positions. Review of the classification plan has commenced, and as part of that effort, staff at this time is requesting that the City Council formally adopt the class specification for the Recreation Coordinator position. (Note: the entire revised Classification Plan will be agendized for Council approval at a future date.) Once the Council approves the class specification, staff can proceed with recruitment efforts.

The class specification for the Recreation Coordinator position is included in this report as [Exhibit 1](#).

FISCAL IMPACT:

None. This position has been accounted for in the Community Services Division of the Administrative Services Department adopted Budget for FY 03-04/04-05. The approved salary range per Council Resolution No. 03-09-24-07 is \$2802-\$3642 per month.

ALTERNATIVE ACTIONS:

As determined by Council.

ACTION DOCUMENTS:

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- A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING THE CLASS SPECIFICATION, RECREATION COORDINATOR.....3

SUPPORTING DOCUMENTS:

None.

ACTION DOCUMENT A

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT,
CALIFORNIA, ADOPTING A CLASS SPECIFICATION FOR RECREATION
COORDINATOR**

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager recommended and the City Council approved the position title and salary range of Recreation Coordinator in the FY 03-04/04-05 budget; and

WHEREAS, the City Manager recommends the formal adoption of the class specification for the position title of Recreation Coordinator.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The following class specification is hereby adopted:

Recreation Coordinator (Exhibit 1)

SECTION 2. All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

PASSED, APPROVED AND ADOPTED this 25th day of August, 2004

JOE SNYDER, MAYOR

ATTEST:

SHARON STREET, City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF DANA POINT)

I, Sharon Street, City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. 04-08-25-__ was duly adopted and passed at a regular meeting of the City Council on the 25th day of August, 2004, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

SHARON STREET
CITY CLERK

EXHIBIT 1

*The City of Dana Point
33282 Golden Lantern
Dana Point, CA 92629*

RECREATION COORDINATOR**DEFINITION:**

Under the direction of the Recreation Supervisor to assist in planning, promoting and coordinating recreational program activities, oversee the work of part-time and seasonal staff and volunteers, and perform a variety of tasks related to the assigned area of responsibility.

CLASS CHARACTERISTICS:

This is a one-position class in the City's Community Services Division. This position is Non-Exempt under FLSA standards. The incumbent in this class would typically be required to work evenings, weekends and, when necessary, some holidays as assigned.

The next higher class of Recreation Supervisor is distinguished by an increased level of responsibility, including budgetary and supervisory responsibilities and administrative support to the Recreation Manager, and exercising greater independent judgment.

EXAMPLES OF DUTIES: Typical duties assigned to this class include, but are not limited to:

1. Coordinate a variety of recreational programs, activities and special events.
2. Assist in assessing community needs in the areas of recreation and leisure services and in developing and implementing programs aligned with community needs.
3. Assist in coordinating marketing efforts; prepare brochures, flyers, bulletin boards and other publicity releases.
4. Participate in recruiting, interviewing and selecting instructors and volunteers; may oversee staff members and volunteers; coordinate or provide training
5. Participate in the preparation of assigned program budget; submit budget recommendations; monitor expenditures for assigned programs.
6. Forecast revenues for assigned programs; collect money; balance and reconcile transactions; assist in preparing financial reports.
7. Coordinate use of facilities and fields.
8. Prepare requisitions for purchasing supplies and equipment related to assigned programs; establish and maintain inventory control for specific programs.
9. Coordinate with other departments, divisions and outside agencies; make presentations to professional groups and social and community organizations.
10. Recommend and assist in developing goals, objectives, policies and procedures.
11. Solicit sponsorship for events; follow up with potential supporters as appropriate
12. Perform related duties as required

MINIMUM QUALIFICATIONS:**Knowledges:**

Techniques of planning and organizing recreation and leisure programs and activities.

General knowledge of modern office procedures, methods, and equipment including current computer software programs.

Pertinent federal, state and local codes, laws and regulations.

General knowledge of business English, spelling, punctuation, grammar and arithmetic.

Principles and practices of record keeping.

Basic first aid methods and techniques.

Ability to:

Coordinate a variety of recreational programs, activities and special events.

Integrate Citywide programs with the needs of the community.

Elicit community and organizational support for recreation programs.

Prepare and present clear and concise written and oral reports.

Maintain records and resource materials.

Work independently in the absence of supervision.

Understand and follow oral and written instruction.

Communicate clearly, both orally and in writing.

Establish and maintain effective working relationships.

Motivate and oversee the work of assigned staff.

Education and Experience:

College-level coursework in recreation, physical education or a related field.

Two years of responsible experience working with recreation programs including some group activity leadership.

Recreation Coordinator

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Licenses:

Possession of or ability to obtain a valid California Driver's License and current certification in CPR and first aid.