

RESOLUTION 2014-24**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-54 TO AMEND THE CLASSIFICATION OF
RECREATION PROGRAM COORDINATOR
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, on June 25, 2001, the City Council approved Resolution 2001-54 adding the classification of Recreation Program Coordinator in the Class Specification Manual.

WHEREAS, the City Manager has determined that the Recreation Program Coordinator class description requires amendments for various reasons; and

WHEREAS, the class description for Recreation Program Coordinator was revised in cooperation with the Principal Analyst and Recreation Supervisor and has been approved by the City Manager; and

WHEREAS, this revised class description for Recreation Program Coordinator meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Recreation Program Coordinator in Exhibit "A" is approved as amended and shall replace the existing class description in the Class Specification Manual.

W. CLARKE CONWAY

Mayor

I hereby certify that the foregoing Resolution No 2014-24 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 19, 2014, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk

**RESOLUTION 2014-24
EXHIBIT "A"**

CITY OF BRISBANE

RECREATION PROGRAM COORDINATOR

Definition

Under the direct supervision of the Recreation Supervisor, plans, organizes, publicizes, directs and implements recreation programs for various age groups; organizes and conducts special events; and oversees part-time staff and volunteers.

Class Characteristics

This classification is distinguished from all other classes by its responsibility for the day-to-day operation of aquatic and/or recreation programs, and by its coordinating, supervisory, and administrative duties for the assigned program. Not every position will perform each duty indicated below.

Examples of Duties (Illustrative Only)

- Develops and implements the day-to-day programs; coordinates the design and writing of weekly program plans; promotes and publicizes programs.
- Supervises and evaluates employees and volunteers; may assist in recruiting, interviewing, and selecting employees; ensures the orientation of staff to department philosophy, policies, and programs.
- Works cooperatively with staff, parents, children, school district employees, and other public- and private-sector staff and volunteers; coordinates with appropriate agencies to ensure that necessary services are provided to clients.
- Assists in financial management of the program by preparing budgetary information; may prepare program and fiscal reports; collects and deposits revenues.
- Coordinates the scheduling of buildings for use in classes, meetings, athletic events, rentals, special events, and allows for appropriate time for maintenance.
- Ensures that staff, facilities, and programs are in compliance with County, State, and Federal requirements and licensing regulations.
- May set up and take down tables, chairs, and other recreation-related equipment, as needed.
- Enforces all swim center rules and regulations.
- Ensures cleanliness and safety of the swim center facility. Assists with light janitorial duties in the swim center complex and with the set-up and take down of equipment.
- Assists in the mechanical operation of the pool assuring Health Department standards.
- Plan and implement aquatic and recreation citywide special events.
- Performs related duties and responsibilities as required.

Qualifications

Knowledge of:

- Principles, methods, practices, and techniques used in organized aquatic and/or recreation programs, such as pre-school, elementary, teen, adult, and senior program areas.
- Scheduling techniques for aquatic and recreation programs, facility use and sports leagues.
- Principles of supervision.
- Budgeting, accounting, and fiscal record keeping.

- Computer systems and related programs.
- Federal and State regulations as they relate to recreation and/or aquatic programs; other applicable laws and regulations.
- Psychology as it relates to the instruction of children and adults.
- Rules and regulations applicable to swim center facilities.
- Water filtration and water chemistry.

Skill in:

- Planning, coordinating, and directing the services for effective aquatic and/or recreation programs.
- Developing and implementing procedures and systems.
- Effectively supervising assigned personnel.
- Displaying and promoting outstanding customer service skills.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.
- Making accurate arithmetic calculations and counting money.
- Effectively enforcing swim center rules and regulations.
- Effectively handling problems associated with the mechanical operation of the pool.
- Learning and adapting to changing priorities and multiple demands.
- Interpreting and accurately applying rules and regulations.
- Communicating clearly, both verbally and in writing.
- Writing clear and comprehensive reports.
- Operating a computer and its associated programs.

Education and Experience

Equivalent to graduation from high school supplemented with an Associate's Degree in education, recreation, physical education or a related field and two years of recreation programming experience. A Bachelor's Degree in education, recreation, physical education or a related field is desirable.

Licenses/Certificates:

Possession of a California driver's license and have a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and Infant and Adult Cardiopulmonary Resuscitation (CPR) certificates. Employees assigned to aquatics oversight must have certification in Lifeguard Training, Water Safety Instructor (WSI), Community First Aid and Safety, and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer. Employees assigned to aquatics must also possess or obtain prior to the completion of the probationary period Public Pool Operator certification. Certifications and licenses must be maintained as a condition of continued employment. Fingerprint clearance is required.

Physical Demands:

The essential duties require the following physical skills and work environment: ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb, and lift 35 pounds; work in an indoor and outdoor environment, with exposure to noise and confining workspaces; travel to different sites and locations; must be able to work flexible hours, including evenings, weekends and holidays throughout the entire year. Employees assigned to aquatics must also possess the mobility to perform water rescues and swim instruction, vision to see swimming pool, surrounding area and under water.

Approved Date: June 25, 2001
 Resolution: 2001-54

Revised Date:
Resolution:

Bargaining Unit: General Employees Association
Resolution: 2001-55

Former Titles:

Abolished: