



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: FACILITIES COORDINATOR

DIVISION: Recreation
REPORT TO: Senior Recreation Supervisor
DATE ADOPTED: June 26, 1996

CLASSIFICATION CODE: 7260
EXEMPT: No

POSITION SUMMARY:

Under supervision, performs a variety of tasks related to the reservation and/or use of district parks, buildings and special-use facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as initial contact to the public in all matters pertaining to facility reservations.
2. Coordinates all aspects of facility use between the District and the user including processing leases and agreements, scheduling, fee collection, and insurance.
3. Answers inquiries and dispenses information related to facilities, such as pricing, availability, and use requirements; explains and interprets District policies and procedures.
4. Provides coordination for facility use and activities between District divisions.
5. Ensures the operation of facilities and compatibility of activities through the preparation, monitoring and distribution of facility masters calendars.
6. Suggests and executes internal controls for ensuring the accuracy of the facility use procedures.
7. Performs clerical tasks related to facility leasing and use procedures, including maintaining files, composing correspondence, invoicing and receipting fees, and processing refunds.
8. Develops and distributes promotional and informational documents related to facility use.
9. Provides general support to clerical staff by answering or referring inquiries from the public by telephone or in person; by assisting in registration for classes and programs; by processing financial transactions.
10. Performs other duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are generally performed in work conditions found in a typical indoor office environment, with moderate noise levels.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is regularly required to have: hearing and speech adequate to communicate in person and by telephone; vision adequate to read fine print and VDTs; manual dexterity adequate to write, use computer keyboards and office equipment; strength to perform moderate lifting and carrying of items weighing up to 20 pounds. The employee is intermittently required to sit, stand, walk, reach with hands and arms, and bend.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: High School education or GED equivalent.

Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to communicate clearly and precisely both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform routine clerical work with speed and accuracy.
- Ability to prioritize and perform multiple tasks.
- Ability to interpret a variety of instructions furnished in written, oral or diagram forms.
- Ability to interpret and apply established policies and procedures.
- Ability to work effectively with frequent interruptions.
- Ability to perform arithmetic calculations.
- Knowledge and ability to use computer and word processing, spreadsheet and database programs.
- Knowledge of correct English usage, punctuation, grammar, and spelling.
- Knowledge of modern office practices and procedures.
- Knowledge of customer service techniques.
- Skill to type 50 wpm.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

A California Driver's License and a satisfactory driving records are conditions of initial and continued employment.