



Position Title:	Parks Support Services Coordinator	Pay Grade:	PRO.PB4
Department:	Parks & Recreation	Bargaining Unit:	PRO
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	9/19; 1/17; 4/16	W/C Code:	8810
Established Date:	3/06	EEO Category:	Professionals
Supervisory Work:	Supervises	EEO Code/Name:	0221 Administrative Assistant

Job Overview Summary:

This is very responsible administrative and supervisory staff work in coordinating, preparing and monitoring various activities, assignments and programs, and in aiding an administrative supervisor in handling overall technical and administrative matters within the Parks and Recreation Department. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is performed within established policies and procedures under the general supervision of an administrative supervisor and is reviewed through conferences, periodic analysis of reports, conversation and evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:

- Performs varied supervisory, operational and administrative duties, on a day-to-day basis, as required; oversees department historical files; documents and maintains records for future review.
- Coordinates the formulation and preparation of the annual operating and capital budgets, as well as provides support in monitoring budgets, costs and administrative charges.
- Coordinates, participates and supervises personnel management activities, including employment, employee benefits, training, evaluation, discipline, classification and salary administration, and payroll, including assisting in the formulation of agency or department personnel policies, procedures and regulations.
- Coordinates and assists team with the permitting process; receives customers, answers questions, reviews and researches issues and assists with issues resolution both orally and in writing.
- Works on methods to improve programs and services.
- Prepares and maintains records and reports of varied monthly, special and annual reports; follows up on assignments to determine progress and date of completion of projects and maintains accurate records and prepares special and routine reports, as required.
- Assists staff and management in facilitating projects and programs.
- Prepares manuals and other formal statements of improved procedures, methods and systems of operations; assists with the installation of improved procedures, methods and systems.
- May attend public meetings to support senior staff on projects, proposals and activities.
- Performs related work as assigned.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in public administration, business administration, or related field, with considerable progressive and responsible administrative and supervisory experience in financial and office management and customer service, preferably with a governmental agency. Some experience in aiding an administrative supervisor in technical and administrative problems and affairs.

Knowledge and Skills:

- Thorough knowledge of the principles and practices of the Parks organization and assigned department's programs, objectives, procedures and policies and ordinances governing the organizational unit to which assigned.
- Considerable knowledge of municipal government organization, including knowledge of applicable precedent and guidelines related to effective office administration and management.
- Knowledge of the principles and practices of administrative management and public administration, including budget preparation.
- Knowledge of the methods and techniques involved in conducting operational and administrative studies.
- Skill in analyzing financial data for trends or variances and to document information for the preparation of regular and special financial and budget reports.
- Ability to exercise good judgment in making decisions in accordance with established rules, policies and procedures.
- Ability to process and monitor municipal government approval processes and agendas and maintain records of those activities and prepare related reports and correspondence, as required.
- Ability to work independently on complex assignments.
- Ability to competently plan, assign and supervise the work of assigned personnel.
- Ability to present and communicate oral and written comments and recommendations, clearly and concisely.
- Ability to establish and maintain effective working relationships with employees, representatives of other agencies, outside contractors, vendors, and the public, as necessitated by the work.

Required Responsibilities:

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:

If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained. Depending upon area of assignment, additional license or certifications may be required as deemed by the department.