



POSITION DESCRIPTION

Department:	Leisure Services
Position Title:	Administrative Program Coordinator
Job Code:	1703
Level / Grade:	P2 / 7
FLSA Status:	Non-Exempt

GENERAL DESCRIPTION OF DUTIES

The Administrative Program Coordinator position is an integral part of the Leisure Services Department team and participates in discussions concerning the most effective delivery of parks and recreation services and is responsible for project coordination, special events, planning, budget tracking, monthly reporting and monitoring, new program formulation and implementation, and special projects within the department. Work includes planning, coordinating, and evaluating program activities including the preparation of special events, contracts, advertisements, contract administration, human resources and financial tracking and reports. Employees in this class may supervise subordinates and volunteers engaged in business development and/or public relations activities. Work is performed with independent judgment and initiative within established guidelines. Work is reviewed through conferences, written reports, and observation of results obtained. This position works under the general guidance and direction of the Leisure Services Director and exercises supervision over department administrative and special projects.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Oversees the daily administration of projects assigned by the department director including coordinating special projects, new programs, monthly reporting, and revenue development. May assist the department with department related grant monitoring, reporting and compliance.
- Assists with special projects including areas in capital outlay, purchasing, monthly management reports, attendance and revenue tracking, revenue development, contract administration and software/application coordination. Efforts may include surveying elements of the community to determine needs, designing programs to meet needs, developing budgets, projecting revenues and coordinating the activities of volunteers.

- Reviews state of accounts and records, and assists in preparing oral, written and statistical reports; provides professional level staff assistance to department head in assigned areas of operation; assists and advises on matters pertaining to programs or projects assigned.
- Plans, develops, authorizes, implements, supervises and evaluates programs/projects, activities and services; facilitates inclusion, prepares reports, and analyzes and interprets data.
- May perform quality control checks on operating and budget documents to ensure accuracy, creates and modifies PowerPoint presentations for agency communication, creates core budget development support documents.
- Constantly works to improve departmental programs to better meet the needs of the City's residents. Develops operating procedures and policies for department programs, amenities and services. Prepares reports to update management and staff concerning program status.
- Collects and maintains statistical information necessary to demonstrate the need for and utilization of City leisure services and programs.
- Effective communication with all facets of customers is mandatory. Attends City Commission and other appropriate meetings, making presentations and providing input as needed. Serves as the City's liaison to volunteer groups such as advisory boards, homeowners associations and school board and outside agencies. Promptly notifies the department director of all significant events of which come to his/her attention.
- Performs any and all other tasks necessary for the successful operation of the Leisure Services Department. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Assists with generating new sources of revenues and fees, including sponsorships, events, enterprise opportunities, volunteerism, bequests, and other alternative and business sources. Meets with department team to determine business development goals and budgets. Initiates and implements special public relations and business development programs. Supervises the research and writing of accurate, meaningful and readable copy for publication.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of leisure services.
- Assists the department director in diverse projects within a variety of divisions. May assist with supporting work for division supervisors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree from an accredited university; in related field including Accounting, Business Administration, Management, Recreation, or Public Administration. Three (3) years of experience within City or County Leisure Services or Parks and Recreation Agency; or progressively responsible administrative experience in providing leisure services in a City or County setting and/or training. Certified Parks and Recreation Professional designation is preferred.

Necessary Knowledge, Skills and Abilities

Good knowledge of parks and recreation administration, recreation program delivery and cash handling and audit procedures. . Knowledge of Leisure Services Departmental policies and procedures; City codes and administrative practices; state and federal law relating to parks and recreation administration; modern recreation programs, equipment and technologies; and of supervision and management. Knowledge of and the ability to use a personal computer and related software. Ability to communicate effectively orally and in writing with contractors, vendors, city residents, employees and elected officials. Skills in planning, organizing and supervising events and the work of others. Knowledge of RecTrac, Microsoft Office and BS&A software preferred.

Special Requirements

Valid State Driver's License, or ability to obtain one. Certified Parks and Recreation Professional designation is preferred.

Tools and Equipment Used

Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various program sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.