



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

- I. **Name of Position:** Operations Coordinator – Assigned to Operations Superintendent
- II. **Organization Unit:** Operations Division
- III. **General Summary:** Responsible for assisting the Operations Superintendent in overseeing, inspecting, and managing all park management / park managers and their facilities assigned within the department. Responsible for assisting the Superintendent in overseeing and working with facility managers in the following areas: review and submit organized reports to Director regarding facility needs, assist with all training of management staff and supervisory staff at facility, ensure that weekly work schedules and event schedules are completed and that all policies are followed, conduct weekly management meetings to ensure facility operations run smoothly. Assist with operational tasks at all parks.
- IV. **Qualifications:** High school diploma. Two to four-year college degree preferred (Recreation Administration, Sports Management, Hospitality and Tourism desired), at least 3 years of management experience in parks and recreation field or similar position, at least 5 years of experience in parks and recreation facility operations preferred. Customer service, and supervisory skills of both patrons and staff required. Extensive experience with park maintenance, ball field maintenance, event operations and organization; facility operations is preferred. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Individuals will work in all environments, handle various unforeseen circumstances, will have extensive work hours on a weekly basis, will experience various after-hours calls for service, and will be presented with various situations in which delegation, multi-tasking, and coordinating of various resources to achieve mission / program / and event accomplishment is necessary.
- VI. **Position Wage:** To be determined by County Judge Executive at time of hiring
- VII. **Employee Classification:** Exempt / Salary (Exempt position requires work weeks exceeding forty (40) hours on a regular basis. Employee agrees to adhere to this classification type.)
- VIII. **Essential Job Functions:**
1. Assist Superintendent in conducting weekly manager meetings and reviewing weekly reports with assigned managers to ensure smooth operations of facilities assigned; managers should submit weekly reports with following information: tasks completed, tasks to complete within coming week, supply / materials needed, equipment / mechanical issues that need to be addressed, personnel-related issues, daily event – special event – tournament questions / concerns or issues. When Superintendent is absent, complete weekly report and submit to Director via email a summary of these combined reports to cover the general operations at facilities assigned, supply and material needs of facilities assigned, any staffing-related issues at facilities assigned, upcoming weekly events, workflow plan per facilities assigned, any special requests or needs for facilities assigned.
  2. Assist with overseeing and working with both new managers and new staff (both full time and part time) to ensure that onboarding of new employees and training of employees is completed in an efficient and effective manner (training may include reservation scheduling system, safety training, WCPRD Employee Handbook, WC Personnel Policy Manual, WCPRD Emergency Policies and Procedures (EAP), all reports for WCPRD, facility operations, payroll process, opening and closing duties at parks, general maintenance, and customer service training, equipment operation, ensuring proper paperwork is submitted to Administrative Office staff, coordinating cross-over training and support with Operations Superintendent as needed).
  3. Assist Superintendent in conducting regular inspections of facilities and creating work orders for management teams and keep track of progress – completion time frames. This includes quality control spot checks and inspections.
  4. Assist Operations Superintendent with review/conduct inspections of yearly budget submitted by managers.
  5. Assist with managing social media for WCPRD.
  6. Complete all assigned/required trainings.
  7. Assist the Director with security camera access / review / training / control and review of security system for each facility / park assigned.
  8. Ensure review of management inventory / facility inventory prior to yearly submittal and ensure that monthly checks are ongoing with management team assigned.
  9. Assist Director with creating and reviewing department policy as needed and helping to ensure that all staff are trained accordingly throughout facilities assigned.
  10. Ensure that weekly inspections of facilities occur and that daily (am, pm, midday, and tournament – special event maintenance) operational checklists are updated and completed by assigned staff.
  11. Conduct regular payroll reviews and audits with Financial Manager and Administrative Assistant to ensure compliance with all department-related payroll / scheduling processes, etc.
  12. Attend various administrative meetings and assist with training new management staff.
  13. Complete yearly rental fee comparison report and create recommendations for department/Director.
  14. Complete various special projects assigned by Director.
  15. Understand and agree to comply with all WCPRD Employee Handbook and Warren County Personnel Policy, and all other WCPRD rules and regulations.
  16. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees and lead by example though PPCRT policy.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the WCPRD Director or Assistant Director.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date