



## TOWN OF SURFSIDE PARKS AND RECREATION COORDINATOR

DEPARTMENT:     **PARKS AND RECREATION**

NON-EXEMPT

### GENERAL DESCRIPTION:

Under the general supervision of the Parks and Recreation Assistant Director, performs a wide range of administrative work requiring organizational, customer service, flexibility, and communication skills and abilities.

### ESSENTIAL JOB FUNCTIONS:

1. Performs routine clerical and administrative work in answering phones, questions from the public, responds to inquiries from employees, citizens and others; and refers, when necessary, to appropriate persons or department.
2. Serves as cashier including, but not limited to, receipting of room rentals, petty cash reconciliation and disbursements, vendor deposits, payments and records, and various other payments.
3. Operates various office machines as needed.
4. Receives, stamps, and distributes incoming mail, process outgoing mail.
5. Process program and class registrations.
6. Distributes flyers, brochures, notices, newsletters, etc.
7. Assists with scheduling of programs and room set-up.
8. Duplicates and distributes materials.
9. Provides assistance to the public with use of department facilities.
10. Works as a liaison between independent program instructors and department supervisors (i.e. adult program instructors)
11. Promotes various recreation programs and activities.
12. Posts payments, prepares deposits and processes refunds.
13. Performs balancing credits, reverse charges, adjustments and miscellaneous charges.
14. Coordinates and prepares documents for records retention and disposition for the department.
15. Researches, compiles, and analyzes data for special projects and various reports as directed.
16. Types and edits a variety of correspondence, reports, resolutions, memoranda, and other materials requiring accuracy and completeness. Performs data entry.
17. Assists with annual budget preparation.

18. Prepares Purchase orders, check requests, and budget transfers for all departmental purchases and activities.
19. Initiates and maintains files and records for the department.
20. Compiles monthly / yearly reports.
21. Orders and maintains supplies for the department.
22. Assists with procurement; including maintaining contract documentation, including Form W-9 and insurance information.
23. Assists with updating the Parks and Recreation website, online reservation systems, and all other software.
24. Serves as the recreational software administrator. This includes but it is not limited to, inserting programs, fees, trouble shoot any technical issues, and running reports as requested.
25. Assists with Human Resources and payroll related duties.
26. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of business English and arithmetic.
- Knowledge of office terminology, methods, practices and procedures and ability to operate standard office equipment.
- Knowledge of Microsoft Office, Excel, Word, Publisher, Power Point, internet, Tyler, (HTL), Picasa, Outlook, and Rectrac.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.
- Ability to take notes and be able to attend required night meetings when requested.
- Ability to make mathematical calculations with speed and accuracy.
- Knowledge of Parks and Recreation programming and operation.
- Ability to communicate information tactfully and impartially.

**EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma; one (1) year general clerical and accounting experience. Must have excellent keyboard skills and proficiency with a varied range of computer application programs such as Microsoft Office, Word, Excel, Power Point, Outlook, etc.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

None.

**ESSENTIAL PHYSICAL SKILLS:**

- Tasks involve standing, walking, light lifting (5 -10 pounds) and extended periods of time at a keyboard.
- This job includes close vision and the ability to adjust focus.
- The employee is occasionally required to walk; use hands and fingers, handle and/or operate objects, tools, or controls; and reach with hands and arms.

**ENVIRONMENTAL CONDITIONS:**

- Work is conducted inside and/or outside an office environment.
- The noise level in the work environment can be moderately noisy.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: New 10/21/2022

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Parks and Recreation Director's Signature: Tim Melian

Town Manager's Signature: Andrew Hagan