

**MERCED IRRIGATION DISTRICT
PARKS AND RECREATION COORDINATOR**

FLSA Status – Non Exempt

DEFINITION:

Under general supervision, the Parks and Recreation Coordinator will perform a wide variety of administrative, departmental, business and accounting duties at the MID Parks and Recreation Administrative Headquarters. Position will assist the Director of Parks and Recreation and Parks and Recreation Superintendent in the administrative functions of the Department and perform other related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Provide lead supervision to the kiosk and customer service staff related to camping reservations, customer service, and other RecTrac systems processing at the Parks and Recreation Areas. Receive and process phone camping reservations, including payment processing, confirmations; prepare and distribute campsite reservation lists for each park, and other related RecTrac Management and Accounting Reports.
- Administer and coordinate all RecTrac systems POS operations, including the maintenance of the WebTrac on-line reservations program, liaison with RecTrac customer support, customer service and Ranger staff training, and visitor-day data and financial reporting to ensure that all customer service policies and procedures are being effectively applied
- Process and administer all Parks revenue generated at the recreation areas, including receiving, counting, recording, confirming, storing and depositing proceeds; Reconcile RecTrac accounting and daily POS register closes; Scrutinize RecTrac daily close reports and monetary turn-ins for errors and inconsistencies and report any to Senior Park Rangers and Director of Parks and Recreation.
- Process all department Accounts Payable and Receivable invoices through the appropriate Finance Department channels, including all Purchase Order initiation and processing, and annual mooring permit and other AR billing and accounting
- Assist Senior Park Rangers with training and supervision of Park and Recreation staff in kiosk and POS operations, and financial, accounting and literary aspects of their positions.
- Transcribe incident reports and weekly work logs submitted by Park and Recreation staff and maintain the filing system.
- Maintain all RecTrac revenue and attendance records for day use, boating and camping at each of the individual recreation areas.
- Acquire, develop, maintain and distribute office supplies and printed material, such as forms, brochures, maps and county ordinances for each of the areas.
- Maintain confidentiality when dealing with all Parks and Recreation management issues
- Respond and record messages whether from phone calls or walk-in visitors. Receive, obviate, and often resolve complaints before they escalate Monitor and respond to email messages and comments received through the lakemacclure.com website
- Process and coordinator with concessionaire and Director of Parks and Recreation private house boater issues, including disseminating information, ownership transfers, additions, deletions, records, monetary accounting, enforcement, handling complaints, coordinates launches, haul outs, inspection management, and coordinates current status with concessionaire and county assessor's office.
- Maintain records for electrical power consumption at each meter throughout the parks.

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- Assist the Director of Parks with the preparation of various operations reports, grant reimbursement applications, regulatory reporting and permitting applications, Budget reports and analysis, and other related reports and public presentations
- Maintain and submit water and electrical usage reports for concessionaires and for self-consumed utilities by resident staff.
- Maintain and assist in submission of monthly and annual records and reports to the RWQCB for wastewater treatment plants.
- Maintain and assist in the submission of test results and field records to the Office of Drinking Water.
- Coordinate compliance with insurance requirements for house boaters, concessionaires, contractors, and special interests users, i.e. rafters, hanggliders, Boat Club, water ski clubs, etc.
- Assist in dissemination of prepared information to staff for compliance with operations policies and procedures, and safety requirements, and maintain related records.
- Maintain a good working relationship with visitors and staff.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Associate's Degree desirable.

Experience:

- Five (5) to ten (10) years of increasingly responsible technical administrative.

Ability to:

- Manage and maintain the RecTrac enterprise management and accounting systems at all of the Parks locations
- Provide exceptional and consistent customer service to all visitors, guests and stakeholders.
- Communicate effectively with outside agencies and the general public
- Multitask and meet several coequal comprehensive work product schedules with coequal deadlines and target deliverable dates.
- Perform a variety of responsible office accounting, technical, and administrative duties that carry substantial responsibility; initiate and perform detailed work with little supervision;
- Answer questions where judgment and interpretation are necessary; keep complex records; assemble and prepare reports from such records; communicate effectively with all levels of management, employees and the public; work cooperatively with others.

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Knowledge of:

- Computer enterprise management (RecTrac) systems
- District divisions; District policies and procedures; Technical administrative procedures, practices and techniques;
- Business letter, media correspondence and report writing, including the use of proper English, spelling and punctuation; collecting and organizing data; superior technical and formal writing skills are essential.
- Operate computers, typewriters, calculators, copy and fax machines, credit card terminals.

Necessary Special Requirements:

- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands 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:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

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- Sitting: Remains in a seated position for up to eight (8) hours per day
- Hands/Arms: Operates computer for up to eight (8) hours per day
- Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
- Stooping: Bends body downward and forward by bending at the knees or waist
- Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
- Hearing: Hears well enough to receive communications in person and by telephone.
- Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Director of Parks and Recreation.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.