

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. 8
For Meeting of 9/28/09

ITEM TITLE: Consideration of a resolution adopting a position description and establishing the Parks and Special Events Coordinator and adopting a pay scale for the position

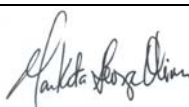
CONTACT PERSON(S): Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

Currently, the Community Center is under construction. The substantial completion date is June 1st and final completion is June 15th.

It has long been the City's vision to add a Parks and Special Events Coordinator position to handle the marketing and scheduling of the facility. This person will also handle the coordination and marketing of the City's special events and oversee maintenance of the parks. Attached is a job description for this position and a recommended pay scale. The Policy, Administration and Finance Committee has reviewed the description and pay scale and recommends its adoption. The position will be funding from the general, which will include the revenue generated from the Community Center.

The Policy and Administration has reviewed this position and recommends approval.

<input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source _____ General _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: center;"> City Administrator</div>

RECOMMENDATION: Approve resolution on a roll call vote.

COUNCIL ACTION:

CITY OF WINDSOR HEIGHTS

Position or Title: **PARKS AND SPECIAL EVENTS COORDINATOR**
Department: **Administration**
Date:
FLSA Status: **Exempt**
Reports To: **City Administrator**
Union Status: **Non-Union**

Description and Purpose:

Under the direction of the Community Services Director, plans, promotes and staffs special events for the City; monitors activities, and maintains the general appearance and cleanliness of parks and Community Center. Responsible for the schedule of Community Center meeting rooms and the baseball/softball field. Develops, plans and executes Parks and Recreation activities and special events. Staffs and supervises summer help positions, including Grounds Maintenance position.

Essential Job Functions:

- Markets city facilities to potential renters.
- Plans, promotes and staffs special events.
- Directs patrons to park areas and provides instruction for use.
- Collects and transmits fees.
- Accepts reservations and schedules facilities and facility needs.
- Opens park facilities.
- Answers telephone. Responds to a variety of questions regarding park operations.
- Operates equipment check out service.
- Maintains supplies.
- Assists with special facility arrangements.
- Inspects park facilities to help ensure safe and proper conduct of patrons.
- Performs minor repairs and maintenance to equipment, grounds, and any park structures.
- Designs, implements, plans, organizes, supervises, and manages all aspects of recreation programs.
- Maintains rental records and rental calendar of all rentable city facilities.
- Creates programs; evaluates programs for program effectiveness; implements needed changes.
- Maintains programs within budget limitations. Projects revenues and expenditures for budget approval. Compiles program budget worksheets.
- Prepares press releases, fliers, brochures or coordinates production with Supervisor.
- Provides information to the public about programs; answers questions regarding cancellations, refunds, transfers, etc.; investigates and responds to complaints.
- Compiles and maintains program reports. Tracks revenues and expenditures. Prepares and monitors program budgets.
- Responsible for use, care, and maintenance of recreation supplies and equipment of the program.

- Recruits volunteers for classes and programs, coordinates advertising to find volunteers; develops volunteer needs based on program requirements and qualification of candidates.
- Develops volunteer resource base for special events and programs.
- Represents the city on interagency councils and committees and community agencies and groups, both public and private.
- Practices continuous learning through individual study, classroom training, seminars, and conferences.
- Give directions and supervises public works and/or seasonal staff as they mow and weed park facilities.
- Maintain the overall beautification of the parks.
- Maintains general cleanliness of park. Picks up litter; cleans rest room facilities; cleans community center.
- May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.
- Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in Windsor Heights at Colby Park, the Community Center in Colby Park, Lions Park and City Hall. Requires considerable movement throughout the park. Requires working outdoors occasionally in unpleasant weather conditions. Operates standard office equipment to include telephone, computer keyboard, calculator, copy machine, etc. Requires working some evenings and weekends. This person will work a flexible schedule.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of the principles and practices of event management.
- Considerable knowledge of marketing principles.
- Considerable knowledge of the principles and methods of program planning and evaluation.
- Knowledge of computer operations.
- Excellent customer service skills
- Ability to develop and execute programs.
- Ability to work under minimal supervision.
- Ability to inspire enthusiasm and confidence among participants.
- Ability to establish and maintain courteous and effective working relationships with coworkers and participants.
- Ability to lift and move heavy objects.
- Ability to operate audiovisual equipment.
- Ability to make public presentations.
- Knowledge of turf management.
- Ability to communicate effectively both orally and in writing.
- Ability to operate a standard cash register and to make cash transactions.
- Ability to interact courteously and effectively with the general public.
- Ability to tactfully enforce rules and regulations.
- Ability to work independently and make decisions in accordance with policies and procedures.

- Ability to program maintenance and repairs to park equipment, grounds, and park structures.

NECESSARY SPECIAL QUALIFICATIONS:

- Requires post-offer credential check.
- Requires a post-offer driving record check.
- Requires a post-offer criminal history and sex offender record check.
- Must possess a valid Iowa driver’s license.
- Must be able to work a flexible schedule, including some nights and weekends and on-call situations.
- Requires the ability to travel among various work sites.

REQUIREMENTS:

Bachelor's Degree in Recreation, Leisure Services or Turf Management or related field and some experience in event program planning and implementation; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

This position is subject to pre-employment and random drug and alcohol screening.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or work conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor does it alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Windsor Heights will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.

Parks and Special Events Coordinator

Starting salary: \$41,000

City of Windsor Heights, Iowa

The City of Windsor Heights, Iowa (population 4,891, located in the greater Des Moines metropolitan area) is taking applications and résumés for Parks and Special Events Coordinator until 4:00 p.m. on October 26th, 2009.

Under the direction of the City Administrator, the Parks and Special Events Coordinator strives to maintain a clean work environment. This new position will be responsible for the scheduling and programming in the new Community Center and all park and special event programs. Must be highly organized and time conscious. Must have positive and professional demeanor when conducting business within facility and in the community. Self-starter who can work with limited supervision. Ability to train permanent, seasonal and contract employees. Ability to effectively plan, organize, direct and supervise employees toward desired results. Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with the civic organizations, City employees, public, and the press. Ability to deal with all of the aforementioned tactfully and courteously. Ability to use computers, motor vehicles, first aid and safety equipment and recreational programming equipment as necessary. Ability to perform minimally physically demanding work.

Detailed information re: requirements, responsibilities and application process available at City Hall at 515/279-3662 or www.windsorheights.org. Applications must be received not later than October 26th at 4:00 p.m. (cdt). EEO employer.

Submit cover letter, detailed resume including 5 work related references, and application, to:

City of Windsor Heights
1133 66th Street
Windsor Heights, IA 50324
(515) 279-3662 * FAX: (515) 279-3664
www.windsorheights.org

Closing date: October 26th at 4:00 p.m.

The City of Windsor Heights is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

RESOLUTION NO. 09-0928/

A RESOLUTION ADOPTING A POSITION DESCRIPTION AND PAY SCALE FOR THE PARKS AND SPECIAL EVENTS COORDINATOR

WHEREAS, the City has employees who render valuable services in performing their duties; and

WHEREAS, the City strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and

WHEREAS, the City wishes to continue to provide superior municipal services to its residents, businesses and visitors; and

WHEREAS, a position description and an updated pay scale are necessary for various positions to maintain the City's workforce; and

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the Parks and Special Events Coordinator Position is established and the Position Description is adopted.

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the following pay scale for this position is adopted.

Parks and Special Events Coordinator

up to:

Base	\$41,000
Merit Step 1 - Up to:	\$42,230
Merit Step 2 - Up to:	\$43,497
Merit Step 3 - Up to:	\$44,802
Merit Step 4 - Up to:	\$46,146
Merit Step 5 - Up to:	\$47,530

PASSED AND APPROVED THIS 28th DAY OF SEPTEMBER, 2009.

David J. Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk