

DEPARTMENT: Personnel

BY: Jeffrey G. Green
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve an amendment to the Recreation Program Coordinator class spec by revising the minimum qualifications. In the existing class spec, one of the certifications required is a Water Safety Instructor certificate. A recent recruitment attracted several candidates, however, none were qualified because they did not possess the Water Safety Instructor certification. This particular certification is only needed during the summer season (opening of County pools) and only if Red Cross lessons are offered. In this case, the County is still able to offer Red Cross lessons because there exists an Extra-Help specialized classification of a Water Safety Instructor. Each year and prior to opening the pools for the summer season, a recruitment begins for the Water Safety Instructor position. Typically, there are at least two or three candidates who apply and qualify, thus, allowing the County to offer the Red Cross lessons. This certification can only be obtained during the spring season and typically, these individuals have obtained this certification either before or during the recruitment process for the Instructor position. In addition, these individuals are generally interested in extra-help, seasonal employment and not a full-time position.

We are assured by the Deputy Director of Parks and Recreation that removing the Water Safety Instructor from the Recreation Program Coordinator certification will not be detrimental to either the County or the department. The proposal to remove this certification as a requirement and making it a highly desirable qualification is recommended.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously amended class specs. Pursuant to Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment," the Board may create new classes or revise or abolish existing classes.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Do not approve, however, attracting qualified candidates with the Water Safety Instructor requirement will be difficult.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively _____
Additional Funding Needed: \$ _____		_____
Source:		Revised Class Spec
Internal Transfer _____		Letter from Deputy Director of Parks and Rec
Unanticipated Revenue _____ 4/5's vote		_____
Transfer Between Funds _____ 4/5's vote		_____
Contingency _____ 4/5's vote		_____
() General () Other		_____

CLERK'S USE ONLY:

Res. No.: 03-36 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 Minute Order Attached No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

_____ Requested Action Recommended
 _____ No Opinion
 Comments: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California

By: _____
 Deputy

CAO: [Signature]

MARIPOSA COUNTY

JOB TITLE: Recreation Program Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist with the planning, organizing, coordinating and supervising of county recreation programs; assists with the interpretation of county parks and recreation policies and rules; receives requests for and schedules the use of county-wide recreational facilities; and provides responsible clerical support for the Parks and Recreation Office. Employees in this classification may train and supervise part-time and summer employees. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class exercises responsibility for facilitating the successful execution of various recreation programs, for projecting a cooperative public image, and requires high level secretarial skills.

SUPERVISOR: Parks and Recreation Deputy Director

TYPICAL DUTIES

- Assists in planning, organizing, coordinating, and supervising county recreation programs including aquatics, playing fields, competitive sports, and arts and crafts
- Assists in the development of new recreational programs
- Assists in the interpretation of County Parks and Recreation rules and policies
- Schedules the use of county-wide recreational facilities
- Meets with interested groups and individuals to discuss recreation programs and facilities
- May screen, train, direct, and supervise part-time, temporary, and summer staff
- Makes recommendations on general policy, basic budgetary needs, and the need for the creation of or elimination of programs
- Prepares material for publicizing department programs
- Processes routine administrative details not requiring the immediate attention of the County Parks and Recreation Director

MARIPOSA: Recreation Program Coordinator

TYPICAL DUTIES: (cont'd)

- Performs a wide variety of responsible clerical/secretarial functions for the County Parks and Recreation Department
- Receives callers in person and over the phone and provides information regarding County Parks and Recreation
- Prepares payroll and related reports
- Assists in preparation of the department's annual budget
- Prepares and posts monthly billings
- Prepares requisitions for office supplies and maintains records of expenditures.
- Types letters, memos, policy statements, reports and other correspondence related to assigned functions
- Establishes and maintains departmental filing systems
- Composes correspondence for matters not requiring immediate attention of departmental administrator
- Coordinates maintenance needs with outside vendors and contractors
- Screens departmental mail and directs attention to those items requiring immediate action of department administrator
- Prepares reports from data compiled and records kept
- Receives and resolves complaints utilizing knowledge of departmental policies, procedures, and requirements
- May need to take dictation
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- administrative practices and procedures
- methods and techniques of a variety of planned recreational programs

MARIPOSA: Recreation Program Coordinator

Knowledge of: (cont'd)

- competitive sports programs for all ages
- proper office methods, techniques, and practices including filing systems, business correspondence, receptionist and telephone techniques
- budget and financial accounting and record keeping methods, practices, and requirements
- proper English usage, grammar, punctuation, vocabulary, and spelling
- the principles and practices of supervision and training

Ability to:

- plan, organize and direct a variety of office and recreation activities
- train, direct, and supervise employees
- effectively administer financial transactions
- plan, organize, and prioritizes work so as to meet established timelines
- type accurately at a rate required for successful job performance
- perform mathematical calculations accurately
- establish and maintain efficient record keeping/filing systems and prepare reports
- compose correspondence independently
- analyze situations and take appropriate action regarding routine procedural matters without immediate supervision
- operate a variety of standard office machines and equipment including typewriter, calculator, copier, computer terminal, and printer
- communicate effectively and tactfully in both oral and written forms

MARIPOSA: Recreation Program Coordinator

Ability to: (cont'd)

- understand and carry out a variety of oral and written instructions independently
- establish and maintain effective work relationships with those contacted in the performance of required duties

May require:

- take dictation and transcribe it accurately at a rate required for successful job performance

MINIMUM QUALIFICATIONS:

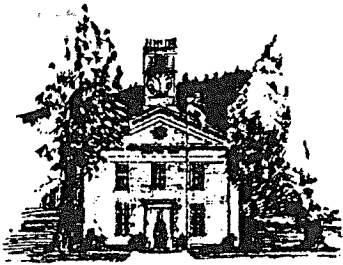
High school graduation or equivalent with three years of clerical, stenographic work experience which included office administration and one year of work in recreation program or a high public contact, service oriented program.

Possession of:

- a valid and appropriate California Driver's License
- a valid CPR/First Aid Certificate
- a current TB test

Possession of a Water Safety Instructor certificate is highly desirable.

Creation Date: 4/88
Revised: 01/03 (B/S 03-36)



COUNTY of MARIPOSA

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DEPARTMENT OF PUBLIC WORKS

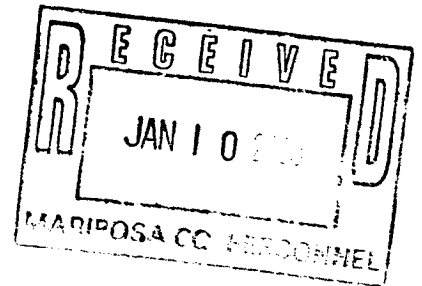
Divisions of:

- Design & Construction
- Administration
- Airport
- Parks & Recreation

JAMES J. PETROPULOS
Director

January 10, 2003

MEMO



To: Jeff Green, County Counsel
From: Rich Begley, Deputy Director *RB*
Subject: Program Coordinator Job Description

As you know, I have requested the revision of Program Coordinator job description to reflect a reduced requirement for Water Safety Instructor.

This request will in no way hamper our swimming program. Our contract employees will satisfy our teaching requirements. As for training, we will remain reliant on Merced College in providing their Easter Week lifeguard training.

Should you require any additional information, I will be pleased to supply it instantly.