

PARK PROGRAMS SPECIALIST

FUNCTION OF THE JOB

Under supervision, to promote, develop, implement, and evaluate new and existing park programs and special events, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, organizes, coordinates, and implements seasonal programs, special events, and food service programs in the parks, golf courses, ice arenas, Retzer Environmental Learning Center, and Exposition Center.
2. Prepares, maintains, and monitors operating procedures for events and facilities.
3. Monitors and ensures that the food service facilities are in compliance with the applicable health codes.
4. Establishes event operational budgets, develops specifications, evaluates bids, recommends vendors, and monitors contracts for service, supplies, food and beverage items, and equipment.
5. Assists in monitoring and evaluating the cost of goods sold and profit margins for the food services facilities.
6. Coordinates the selection of seasonal personnel and volunteer programs.
7. Trains, supervises, and evaluates staff and volunteers, and handles any personnel problems.
8. Researches, recommends, plans, and oversees the development of new programs, projects, and events to enhance visibility and use of park programs and facilities.
9. Coordinates the purchase and monitoring of food and beverage for public purchase.
10. Monitors, maintains, troubleshoots, and updates department-specific software such as point-of-sale software system, park facility and event registration system, and golf cashiering and management system.
11. Compiles and analyzes statistical data for existing programs and recommends improvements for those programs.
12. Prepares and submits written and oral reports as required.
13. Establishes and maintains effective working relations with the public, staff, vendors, and community groups.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of park and golf course registration and point-of-sale software system, internet access, and database, spreadsheet, and word processing programs.
2. Considerable knowledge of the theories, principles, and practices of park and recreation administration and food service methods.
3. Considerable knowledge of the applicable sanitation and health codes, in the preparation and serving of food.
4. Working knowledge of accounting practices and procedures.
5. Working knowledge of administrative and supervisory principles and practices.
6. Working knowledge of standard business practices related to budgeting and cost control.
7. Ability to formulate and initiate operating plans and procedures.
8. Ability to plan, organize, supervise, direct and evaluate the work of others.
9. Ability to prepare and maintain accurate reports and records.
10. Ability to perform moderate manual labor as needed.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

11. Ability to effectively communicate and to prepare, write, and orally present information on park system programs and special events.
12. Ability to establish and maintain effective working relations with the public, staff, vendors, and community groups.
13. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
14. Ability to prepare and write specifications for contracts.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in park and recreation administration or a closely related field.
2. Two years of responsible work experience in park and recreation administration or a closely related field.