

Specification for Class of

PARKS AND RECREATION COORDINATOR 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within the Washington State Parks and Recreation Commission, under a higher level Parks and Recreation Coordinator or above, performs journey-level professional work, developing and coordinating agency-wide activities, establishing program priorities, analyzing data, drafting legislation and recommending program direction for a parks and recreation program such as: Boating, Concession, Winter Recreation Volunteer.

Typical Work

Develops grant review and approval processes and directs the process to completion;

Develops and produce a comprehensive educational program, including training programs, videos, posters and other curriculum as needed by the internal/external community;

Reviews and maintains the programs marketing plan, including communicating with media, delivering public presentations, workshops, writing news releases, Public Service Announcements and responding to informational request;

Develops and administers parks volunteer plan including orientation, monitoring recognition, evaluation and annual reporting;

Directs statewide outreach and recreational activities;

Reviews and responds to customers requests and inquiries, and directs the gathering of data; develops, coordinates and assigns projects to others including providing direction to staff assigned;

Generates budget requests and coordinates the biennial budget, strategic plans and objectives for statewide programs; responsible for reconciliation statements, annual performance reports and quarterly financial status reports required for compliance with federal and state agencies;

Provides coordination and/or serves as liaison between programs and the external customers such as schools, councils, committees, and Superintendent of Public Instruction;

Provides staff support and coordinates the activities of the advisory committees; may participate as the agency representative on advisory committees;

Coordinates the writing and editing and production of the publications or newsletters on park matters;

Reviews, evaluates and drafts legislative proposals, RCW, and WAC's; prepares bill analysis and fiscal notes when requested;

Reviews and maintains compliance with federal and state standards for the boat accident reporting system;

Coordinates with other states, federal agencies and provinces for uniformity, efficiency and reciprocity in administration and implementation of statutes affecting the program;

Coordinates agency concession activities, training, direction of staff, contract negotiations, and enforcement and monitoring;

Trains and leads staff as assigned;

Performs other work as required.

Knowledge and Abilities

Knowledge of: statewide agency programs, appropriate state, federal and local rules and regulations; principles and practices pertaining to promotions, public relations, education, program management, planning, administration, contracts, development, financing and administration of programs, facilities required for varied and comprehensive programs.

Ability to: work independently with little direction, draft and recommend legislation, direct programs, gather and analyze data and make decisions; lead assigned staff, accept responsibility for major program activities; interpret agency policies, develop long-range plans, interpret trends, establish and maintain effective working relationships with state, federal and local representatives; write effectively and deliver presentations to internal and external constituents.

Minimum Qualifications

One year of experience as a Parks and Recreation Coordinator 1.

OR

A Bachelor's degree involving major study in outdoor recreation, public or business administration, natural resources or closely allied field and two years of full-time professional experience in parks and outdoor recreation work, park management, outdoor recreation, forestry, environmental resources, natural science, safety education and training, or supervision of volunteers.

Additional qualifying experience listed above may be substituted, year for year, for education.

New class: 8-1-68

Revised definition and minimum qualifications: 4-11-86

Revised definition and minimum qualifications, title change (formerly Parks and Recreation Consultant 2): 9-11-87

Revises definition and minimum qualifications, title change (formerly Parks and Recreation Consultant): 9-18-89

Revised definition and minimum qualifications, general revision, title change (formerly Parks and Recreation Coordinator): 4-11-97

Revised definition: 9-21-00