

City of Los Alamitos

Agenda Report Consent Calendar

December 16, 2013
Item No: 8H

To: Mayor Warren Kusumoto & Members of the City Council

Via: Bret M. Plumlee, City Manager

From: Corey Lakin, Recreation & Community Services Director

Subject: Resolution No. 2013-26 - Revised Job Description for Part-time Community Services Coordinator Position

Summary: The City of Los Alamitos Municipal Code Chapter 2.64 provides for the establishment of a Personnel System. Additionally, the City of Los Alamitos Personnel Policies and Procedures Section 2.1 provides for the establishment of a Classification Plan. This agenda item seeks authorization to revise the job description for the part-time Community Services Coordinator classification in the Recreation & Community Services classification series, with no fiscal impact to the General Fund.

Recommendation:

1. Adopt Resolution No. 2013-26, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS AMENDING THE CITY OF LOS ALAMITOS CLASSIFICATION PLAN TO REVISE THE COMMUNITY SERVICES COORDINATOR CLASSIFICATION IN THE RECREATION AND COMMUNITY SERVICES CLASSIFICATION SERIES"; and,
2. Affirm the new job description for the Community Services Coordinator position.

Background

Within the last two weeks, two key part-time Coordinators have submitted letters of resignation in order to pursue full-time employment. It is essential to recruit and retain qualified and high functioning staff in order to continue offering the exceptional-level of service Los Alamitos residents know and expect. Therefore, it is recommended the Community Services Coordinator job description be broadened. An updated job description will provide staff an opportunity to recruit the best overall candidates and allows the opportunity to shift staff responsibilities among current part-time coordinators. Current part-time coordinators may be provided with new opportunities to learn and grow, enticing them to remain in their position for longer periods of time.

This job description change combined with the recent loss of two key part-time personnel has created a unique opportunity in the Department to rebuild its part-time Coordinator team.

Discussion

Staff is recommending the revision of the job description for the Community Services Coordinator position. The proposed change in job description is intended to address the need for varied and increased levels of responsibilities and supervision for that position. This high-level part-time position is vital to continuing to enhance the delivery of service to the community.

The Recreation and Community Services Department has experienced part-time staff turnover regularly that impacts the continuity of the recreation programs and special event planning. To address this issue, staff is looking to adjust the Community Services Coordinator job description to match responsibilities and expectations that management has of a part-time Coordinator. The Community Services Coordinator job description was last updated in 1996 and is severely outdated. The part-time coordinators now have more responsibilities as the Department's programs, services and events have evolved over the years, requiring more flexibility with duties and providing for varied job functions.

The new job description includes specifications that are descriptive and explanatory of duties and responsibilities of positions in this class. The class specifications are not to be considered restrictive nor construed as limiting the duties and responsibilities of any position. Additionally, the class specifications neither limit nor modify the authority of any City official to assign duties or control the work of employees in City service. The proposed revised job description can be found as Exhibit A.

Fiscal Impact


Revising the job description for the Community Services Coordinator will have no effect on the budget. Any combination of reclassification of current staff and/or the hiring of new staff under the new job description will remain within the allocated budget for part-time staff.

Submitted By:



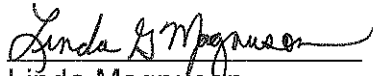
Corey Lakin
Recreation and Community Services Director

Approved By:



Bret M. Plumlee
City Manager

Fiscal Impact Reviewed By:



Linda Magnuson
Interim Finance Director

- Attachments:*
- 1. Resolution 2013-26*
 - 2. Exhibit A – Job Description for Community Services Coordinator*

RESOLUTION NO. 2013-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LOS ALAMITOS, CALIFORNIA, THE COMMUNITY SERVICES
COORDINATOR CLASSIFICATION IN THE RECREATION
AND COMMUNITY SERVICES CLASSIFICATION SERIES**

WHEREAS, the City of Los Alamitos Municipal Code provides for the establishment of a Personnel System; and,

WHEREAS, the City of Los Alamitos Personnel Policies and Procedures provides for the establishment of a Classification Plan; and,

WHEREAS, the proposed classifications are needed to address service demands in the Recreation and Community Services Department.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

SECTION 2. The proposed classification specifications address classification series in the Recreation and Community Service Department.

SECTION 3. The revised job description for Community Services Coordinator is hereby adopted and made Exhibit A.

SECTION 4. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 16th day of December, 2013.

Warren Kusumoto, Mayor

ATTEST:

Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:

Cary S. Reisman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 16th day of December, 2013, by the following vote, to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

Windmera Quintanar, CMC, City Clerk

CITY OF LOS ALAMITOS

Job Description

**COMMUNITY SERVICES COORDINATOR
RECREATION & COMMUNITY SERVICES DEPARTMENT****THE POSITION**

This position serves as Community Services Coordinator in the Recreation & Community Services Department and performs a variety of duties to develop, coordinate, and implement a broad range of programs and services in one or more of the following areas: youth and adult sports, aquatics, special events, contract classes, senior services, recreational day camps, drop-in programs, volunteer programs, facilities maintenance and operations.

ESSENTIAL JOB FUNCTIONS

Under the direction of the Recreation Manager, the Community Services Coordinator duties may include but are not limited to the following:

- Develops programs and services. Schedules, plans, organizes, coordinates and implements programs and activities for a variety of age groups and/or interests. Develops, recommends, and implements goals, objectives, and policies relevant to programs in conjunction with Department goals.
- Supervises part-time staff and volunteers, prioritizes and reviews work, evaluates performance and provides technical guidance and training. Provides oversight for contract work. Assists Manager in recruiting, hiring, scheduling, training, and evaluating staff and volunteers.
- Oversees program operations and assists in the supervision of facility operations. Develops, administers and monitors program budgets. Assists in developing community resources and alternative funding sources including donations, business sponsorships and grants. Purchases supplies and equipment. Collects program/service fees and maintains related financial records.
- Participates in preparing program and event publicity, including news releases, flyers, pamphlets and brochures.
- Develops new classes/programs and assists with the preparation of the quarterly brochure. Assists with the set up and tear down of classroom facilities.
- Coordinates seasonal day camps and summer drop-in programs including coordinating weekly excursions.
- Provides customer service, receiving and responding to citizen complaints and information requests.
- Maintains effective relationships with City departments, school officials, and community groups.

- Researches and evaluates through conducting customer satisfaction and participation surveys. Prepares statistical reports, spreadsheets, forms, correspondence, memoranda, lists, rosters, and schedules. Data entry into recreation class software.
- Analyzes, develops and enforces general policies, regulations and procedures.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of recreational programs and services including, but not limited to: youth and adult sports, aquatics, special events, contract classes, senior services, recreational day camps, drop-in programs, volunteer programs, facilities maintenance and operations
- Ability to supervise part-time staff
- Creativity and organization skills to implement special events and programs
- Knowledge of current trends and budget practices within the field
- Ability to communicate clearly and concisely, both orally and in writing; sensitivity to public relations and customer service, ability to establish a cooperative working relationship with others while promoting the organization values of the City
- Utilize word processing, spreadsheet and database software applications with desirable knowledge of graphic design skills in programs such as, but not limited to: Adobe Photoshop, InDesign, and Illustrator
- This position may be required to work evening and weekend hours

DESIRABLE EXPERIENCE AND TRAINING

- Equivalent to at least two (2) years of college with major course work in recreation, education or related field with two years of progressively responsible experience.
- Required to obtain a First Aid/CPR certification within three months of employment.
- **AQUATICS JOB RELATED REQUIREMENT**
 - American Red Cross Water Safety Instructor's Certificate
 - American Red Cross Lifeguarding Certificate
 - American Red Cross Title 22 Certificate/Instructor Certificate is desirable
 - American Red Cross Lifeguarding Instructor Certificate is desirable