AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO. 10 & 11
Approval of Title and Job Description Change and Hiring Process for Program Coordinator.	AGENDA DATE: 5/28/24

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

In 2017, the position of Assistant Center Superintendent was created and has predominantly served as a nights and weekends supervisor for the Center.
In 2021, the position of Athletic & Program Coordinator was frozen and absorbed into the Center Superintendent responsibilities since the majority of programming was in the Center.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The position of Assistant Center Superintendent is currently vacant and during this time we would like to restructure that position to having a focus on programming under the guidance of the Center Superintendent. This will help with the sustainability of our current programming as well as develop new programming. This also allows for some growth and empowerment within our PT Parks Staff that will help us with recruitment and retention of that position. This is budgeted for within our 2024 budget since it is not a new position.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve the position of Program Coordinator as well as the approval to staff.

RESOLUTION NO. 2024 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR A PROGRAM COORDINATOR

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Program Coordinator.

Section 2. The salary range for the Program Coordinator position shall fall within the range suggested by the most recently adopted JESAP study. The current JESAP study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$36,628	$45,786	$54,943

PASSED AND APPROVED this _____day of _____, 2024.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

2024 City of Bryant
Program Coordinator - Parks
Job Description

Exempt: No
Department: Parks and Recreation
Reports To: Center Superintendent
Location: Parks Department
Date Prepared: March 26, 2010
Date Revised: May 08, 2024
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Athletic & Program Coordinator is responsible for working with the Center Superintendent to plan, organize and conduct a wide variety of community recreational programs for the Parks and Recreation Department. This includes overseeing current recreation programs and developing new programs to fit the needs of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises recreation staff, including determining workloads and schedules, implementing and interpreting policies and procedures, effectively evaluating staff and making hiring and disciplinary recommendations.

2. Plans, organizes, conducts and coordinates a wide variety of recreational and community service programs at a park, center and/or other recreation facility, including meeting with public groups and communities to explain and promote programs; schedules activities and programs.

3. Oversees the day-to-day operations, including janitorial, maintenance and usage of facilities used for programming.

4. Monitors program activities to ensure activities are running smoothly; responds to questions and complaints.

5. Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.

6. Provides input into the development of budgets, including determining staffing and materials; develops fundraising campaigns and solicits sponsor and sponsorship packages.

7. Oversee rental and registration activities and ensures accurate record keeping for program receipts.

8. Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.

9. Instructs and supervises, recreation staff and volunteers in the performance of assigned duties and checks on the completion of work.

10. Ability to interact with team members and work overtime if needed.

11. Perform any other related duties as required or assigned.

12. Perform any other related duties as required or assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS
Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence. ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS
Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Arkansas Drivers License
First Aid/CPR/AED Certified or willingness to get in the first 90 days of employment.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Not indicated.

SOFTWARE SKILLS REQUIRED
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Programming Languages, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of

employees, all performing basically the same type of work.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of large organizational component and the organization's clientele.

MENTAL DEMAND
Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING
Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

ACCURACY
Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT
Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT ON END RESULTS
Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS
Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk; and occasionally required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift

and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.