

ORDINANCE NO. 93-42 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION OF
THE CITY OF OBERLIN RECREATION COORDINATOR

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the job description for the City of Oberlin Recreation Coordinator is hereby amended to provide that said position be supervised and directly report to the City Manager. The new job description is attached hereto and hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - June 7, 1993 (E)
2nd Reading -
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: June 11, 1993

EFFECTIVE DATE: June 8, 1993

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RECREATION COORDINATOR

GENERAL STATEMENT OF DUTIES

Responsible for planning, implementing, supervising, and evaluating a comprehensive City recreation program for all citizens. Supervises designated personnel.

SUPERVISION RECEIVED

Works under the supervision of the City Manager.

SUPERVISION EXERCISED

Oversees the hiring of temporary and seasonal staff; establishes and coordinates staff training, i.e., First Aid and C.P.R.

JOB DUTIES

- Implements and augments existing recreation programs.
- Develops new recreation and leisure-time programs to fit the needs of citizens of all ages and varying interests.
- Coordinates activities with local educational and community groups.
- Serves as staff liaison to Oberlin Recreation Commission, Oberlin Youth Council and related committees.
- Secures sites and resources for recreation programming.
- Prepares press releases, advertises and markets recreation programs.
- Develops and coordinates special programs and festivities, including 4th of July, Earthday and Halloween.
- Prepares or directs the preparation of periodic and special reports.
- Identifies supplemental funding sources and prepares proposals for grant applications and funding requests.
- Assists in the preparation of recreation program budget.
- Perform other related duties as assigned by the City Manager.

MINIMUM QUALIFICATIONS

Bachelor's degree with concentration in Recreation, Education, Sociology, or Psychology desired; or an Associate's degree with equivalent work experience in the above fields. Strong oral and written skills required. Must have ability to work well in a multi-cultural community with people of all ages and varying interests.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Driver's License.
- C.P.R. and First Aid Certification.
- Ohio Voluntary Professional Certification (CLP) desired.

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Paygrade: 9
F.L.S.A. Rating:

Classification: Unclassified
Civil Service Rating: N/A