City of **JOPLIN** City Council Agenda Item

Requested Council Meeting Date: February 20, 2018
Council Bill No. 2018-600

ITEM: amends the classification and job descriptions adopted by Ordinance No. 2012-173 and authorizes new classification for the Parks and Recreation Department

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Originating Department: Parks and Recreation

Attachments: 2018-600 - (1) Athletic Coordinator Job Description
2018-600- (2) Concession Coordinator Job Description
2018-600– (3) Golf Lead Cashier Job Description
2018-600- (4) Council Bill No. 2018-600

Department Head: Paul Bloomberg
Human Resources Director: Dave Allgood
Finance Director: Leslie Haase
City Attorney: Peter Edwards
City Manager: Samuel L. Anselm

Recommended Action: Approval of Job Descriptions

SUMMARY/REQUEST:

This Council Bill approves updating and adding the job descriptions for the Parks and Recreation Department which are attached.

STAFF SUMMARY:

These job descriptions changes are needed to provide a more detailed outline of job duties and to assign the proper duties and responsibilities to the staff. These changes will provide for a more efficient and effective organizational structure.

The City Manager has approved these changes. The job descriptions were prepared and approved by Human Resources and approved by the Personnel Board on January 19, 2018. There are no changes in the pay plan as result of this council bill.

RECOMMENDATION:

Staff recommends this Council Bill be approved on First Reading.

JOB DESCRIPTION

CITY OF JOPLIN

GOLF LEAD CASHIER

TITLE: GOLF LEAD CASHIER

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under general supervision of the Head Golf Professional. Is responsible for overseeing and providing direction in all aspects of the daily operations of the golf facilities, course maintenance, customer service, sales and marketing, tournament operations, food and beverage, and accounting/budgeting.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Communicate and work closely with the Head Golf Professional on all areas of the golf operation.
- Supervise and manage the total golf operations in a professional and efficient manner in the absence of the Head Golf Professional.
- Provide superior customer service, professional advice and assistance.
- Control and manage daily play-communicate closely with outside operation personnel to ensure a great golf experience.
- Assist with golf instruction and clinics.
- Supervise and train golf operation personnel as directed by the Head Golf Professional.
- Maintain professional image at all times, and be able to make effective professional decisions when called upon.
- Be informed on both hard and soft goods available in the marketplace.
- Promote club activities and programs.
- Manage the handicap program.
- Assist in managing tournament setup, play, and conclusion of the event.
- Perform opening and closing duties of the Golf Pro Shop.
- Maintain a close working relationship with the Head Golf Professional and the Golf Maintenance Superintendent, as well as other division leaders.
- Oversee and enforce golf shop operation policies, procedures, controls, and fee structures to ensure the safekeeping of assets, inventory and resources.
- All other duties as specified.

JOB DESCRIPTION

CITY OF JOPLIN

GOLF LEAD CASHIER

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in job description shall not to be construed as an exclusive or all inclusive list of duties with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- Update shop information and message center, keeping materials current to the day.
- Prepares for all golf outings including coordinating scorecards, cart labels, rule sheets, score sheets, format sheets, pairing sheets and hole assignments.
- Ability to work flexible hours include evenings, weekends, and Holidays.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with City employees and the general public.
- Communicate effectively with students and motivate children.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, type-writers, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- Preferably college level course work in accounting, budgeting, personnel, finance and/or business administration; or equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Supervisory training and experience.
- Experience with golf reservation and accounting software.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physi-cal exam and drug test.

_____ _____

Employee Name (Please Print) Date

_____

Employee Name (Signature)

PARKS & RECREATION DEPARTMENT APPROVED:
ORDINANCE #: PAY RANGE: 620

JOB DESCRIPTION

CITY OF JOPLIN

CONCESSION COORDINATOR

TITLE: CONCESSION COORDINATOR

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the supervision of the Recreation Coordinator, the Concession Coordinator is responsible for the inventory, stocking and ordering of supplies for the concession stands operated by Joplin Parks and Recreation, and Scheduling for the concessions.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Purchases and restocks all items sold as needed, e.g. beverages, candy, chips, snacks, etc.
- Monitors inventory of beverages, food items, and general supplies and reports any discrepancies.
- Ensures all concession stands operated by Joplin Parks and Recreation are maintained in an orderly, clean, and sanitary condition and are following health department standards.
- Assist with cleaning of equipment and facilities.
- Train concession staff on proper procedures and protocols.
- Attend required program staff meetings and trainings.
- Adhere to proper safety precautions and dress code.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, volunteers and general public.
- Present yourself in a professional manner and treat all people with respect.
- All other duties as specified.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- This position does require working some evenings, weekends, and Holidays.

JOB DESCRIPTION

CITY OF JOPLIN

CONCESSION COORDINATOR

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with school employees, City employees and the general public.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, type-writers, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- High School or GED equivalent.
- Previous concession background preferred, but not necessary.
- Applicant must be 18 years of age or older.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physi-cal exam and drug test.

Employee Name (Please Print) Date

Employee Name (Signature)

PARKS & RECREATION DEPARTMENT APPROVED:
ORDINANCE #: PAY RANGE: 620

JOB DESCRIPTION
CITY OF JOPLIN
ATHLETIC COORDINATOR

TITLE: ATHLETIC COORDINATOR

DEPARTMENT: PARKS & RECREATION

DESCRIPTION:

Under the supervision of the Recreation Coordinator, the Athletic Coordinator will provide assistance with the assessment, planning, implementation, and evaluation of sports and recreation activities for people of all ages and abilities. Specific duties are discussed in interviews, but may include, but not limited to, the following: facilitating, supervising, and/or instructing recreational activities, assisting with public marketing events/festivals, and working on projects in general program/office administration. Employee will assist in the daily operation and programming of the Joplin Athletic Complex.

A primary function of this job is to ensure that each visitor/customer/participant receives the highest caliber service.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Assist in assessing, planning, implementing, and evaluating recreation activities, as listed above.
- Preparation of site and equipment for activity with proper clean up at the end of each activity.
- Inform Recreation Coordinator of any program delivery issues or concerns, equipment concerns or maintenance needs.
- Oversee and assist the concession stand during activities and follows cash handling procedures.
- Attended required program staff meetings and trainings.
- Enforce program rules, policies and procedures.
- Adhere to proper safety precautions and dress code.
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.
- Communicate clearly, honestly, and respectfully with all staff, participants, parents, volunteers and general public.
- Present yourself in a professional manner and treat all people with respect.
- All other duties as specified.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties with this position.
- The supervisor may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.
- This position does require working some evenings, weekends, and Holidays.
- Flexible schedule is required.

JOB DESCRIPTION
CITY OF JOPLIN
ATHLETIC COORDINATOR

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to establish and maintain effective working relationships with City employees and the general public.
- Communicate effectively with students and motivate children.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of appropriate regulations and safety procedures.

PHYSICAL REQUIRMENTS

- Requires high levels of sitting and standing; manual dexterity sufficient to operate essential job related equipment such as computers, typewriters, FAX machines, copiers, and telephones; may require color and depth perception.
- Must be sighted, hearing, and mobile to such a degree as not to compromise safety rules or the safety of self or others while working.

ENVIRONMENTAL ADAPTABILITY

- Demonstrate all appropriate techniques and procedures for the activity.

GENERAL QUALIFICATIONS:

- High School or GED equivalent.
- Applicant must be 18 years of age or older.
- Commitment to a positive, fun and team-oriented working environment.
- Ability to work effectively with children and adults.
- Strong interpersonal and communication skills.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

Employee Name (Please Print) _____ Date _____

Employee Name (Signature) _____

PARKS & RECREATION DEPARTMENT
ORDINANCE #:

APPROVED:
PAY RANGE: 620

COUNCIL BILL NO. 2018-600 ORDINANCE NO.

AN ORDINANCE Approving the job descriptions for Concessions Coordinator, Athletic Coordinator and Golf Lead Cashier and the placement of the positions within the Salary Administration Plan for the City of Joplin.

WHEREAS, the City of Joplin desires to create the positions of Concessions Coordinator, Athletic Coordinator, and Golf Lead Cashier in the Parks and Recreation Department; and,

WHEREAS, having referred the subject matter of this Council Bill to the City Personnel Board, and, having received the favorable recommendation thereof.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That the classifications and job descriptions for the positions of Concessions Coordinator, Athletic Director, and Golf Lead Cashier in the City of Joplin's Parks and Recreation Department be created as shown in Schedule A, attached hereto, within the Salary Administration Plan of the City of Joplin.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2018.

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Michael L. Seibert, Mayor

ATTEST:

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Barbara J. Gollhofer, City Clerk

APPROVED AS TO FORM:

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Peter C. Edwards, City Attorney