



## Department of Community Affairs

### *Austell Parks, Recreation and Community Affairs Coordinator*

#### Job Summary

An employee in this class is responsible for coordinating many aspects of the Parks and Recreation enhancement and growth efforts for the City of Austell as well as overall support for the Community Affairs Department. Key elements of the work include promoting the Parks and Recreation Department as it transitions from a predominately maintenance role to a more community driven quality of life support asset for the citizens of Austell. This position will also provide instrumental support and coordination efforts of the Community Affairs Department on special projects such as comprehensive land use efforts, multi-jurisdictional cooperative efforts and other areas as needed. The employee must be energetic, imaginative, well organized, and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential. The employee must have the ability to establish and maintain effective working relationships with stakeholders in the downtown area. The employee reports directly to the Assistant Director and Director of Community Affairs.

#### Major Duties

- Provides support for Parks and Recreation Manager;
- Answers all phone and in-person inquiries and provides assistance regarding the City's Parks and Facilities;
- Assists customers with the use of facility rentals, program information and registrations, etc.
- Accepts, processes and tracks applications for City facility rentals;
- Prepares weekly facility rental reports to ensure proper coordination with department support staff;
- Resolves or directs guest concerns or complaints;
- Researches, writes and coordinates grant opportunities for program and facility enhancements;
- Accepts, processes and tracks filming and photography permit requests;
- Participates in idea generation and activity planning and implementation to market and promote the Department;
- Attends community meetings as required;
- Leads various special projects as directed by the Assistant Director and Director;



- Makes recommendations to the Assistant Director and Director for opportunities to advance Department plans and goals;
- Establishes and maintains effective working relationships with staff, the community, other agencies, and the public;
- Supports the Community Affairs Department on special projects such as, but not limited to, comprehensive land use studies, special regional land use study and grant opportunities or other multi-jurisdictional cooperative projects benefiting the citizens of Austell;
- Performs other appropriate duties as may be assigned.

### Knowledge Required

- Knowledge of department standard operating procedures.
- Knowledge of computers and job-related software programs.
- Skill in maintaining accurate records.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### Supervisory Controls

None.

### Minimum Qualifications

- Knowledge and level of competency commonly associated with completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.