City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Coordinate and administer a wide variety of Parks and Recreation programs, facilities, and special projects as assigned and provide management staff support to division administrator. A varied work schedule including nights and weekends is required.

Representative Work Functions and Responsibilities

Coordinate the personnel management of all unit staff including hiring, training, staff development, performance evaluation, and discipline; and coordinate the recruitment, training, and scheduling of citizen volunteers participating in the department volunteer program.

Assist division administrator with the development, implementation, and coordination of short and long range strategic goals and objectives for the department.

Develop annual operating budget for assigned unit to ensure sufficient funding is appropriated to accomplish department goals; monitor unit expenditures and revenues during budget fiscal year to ensure expenditures do not exceed appropriations and total revenues meet projections; and assist division administrator with the development of the department Capital Improvement Projects (CIP) operating budget and the coordination of CIP funded projects for the department.

Respond orally and in writing to inquiries to answer questions or resolve complaints relative to unit programs and facility operations; and provide leadership and direction in addressing both staff and citizen concerns and issues in order to ensure that an equitable and fair resolution is derived in a timely manner.

Coordinate the preparation and administration of all written contracts, lease agreements, and service agreements between the unit/division/department and outside private, public, or non-profit organizations and act as liaison as required to ensure compliance with all contractual specifications.

Coordinate administration of department, division, and unit policies and procedures to ensure compliance by all staff and recommend revisions to policies and procedures when deemed appropriate.

Coordinate the publicity for all unit programs, facilities, and special projects and direct dissemination of information to the public.
Strategically evaluate the effectiveness of unit programs and services to ensure that quality programs and services are maintained.

Make well-informed decisions regarding complex matters utilizing multiple sources of information.

Advocate, foster and embrace awareness and acceptance of diversity and appreciate the benefits to be gained from a diverse workforce.

Assess trends and influences and understand their impact on the organization.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**

Ensure compliance with established City and department policies and procedures regarding personnel management; annual operating budget expenditure and revenue projections are always accurate and justified by supporting documentation; effectively communicate, both orally and in writing, with subordinates, supervisors, other City staff, and the general public in a knowledgeable, helpful manner that exhibits management level oral and written communication skills; effectively serve as a member of the department management team to develop, implement, and coordinate the department's strategic goals and objectives; accurately convey program or facility information in a clear and concise manner to citizens, City employees, and agency representatives; effectively coordinate assigned contracts, lease agreements, and services agreements between the unit/division/department and outside private, public, or non-profit organizations; ensure reports submitted by assigned staff are accurate, complete, and submitted in a timely manner; monitor unit programs and facility operations regularly to ensure the established safety practices and procedures are followed; ensure compliance with City, department, division, and unit policies and procedures and is able to interpret or enforce policy provisions as required; promote and facilitate quality customer service in responding to requests for service from City department staff outside agencies, and the general public; provide assistance and leadership to assigned staff that ensures the effective management of all unit program and facility operations; ensure well-informed decisions are made regarding complex matters utilizing multiple sources of information; ensure the diversity in the workforce is embraced and encouraged by staff; accurately assess trends and influences in a timely manner.

**Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to ten (10) years in fields utilizing the required knowledge, skills and abilities, and in such areas as recreation administration, parks administration, business administration, or public administration.

**Special Requirements**

Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Special Requirements For Therapeutic Recreation Unit Only:**

Possession of a national certification as a Therapeutic Recreation Specialist - Professional level.
Special Requirements for Aquatics Unit Only:
Applicants must possess valid certifications in American Red Cross Lifeguarding/First Aid/CPR/AED (Automated External Defibrillator) and American Red Cross Water Safety Instructor.

Occasionally required to lifeguard during times of staff shortage. Lifeguarding duties include: providing a safe swimming environment, enforcing rules, rescuing anyone in danger of drowning, administering first aid, cardiopulmonary resuscitation, oxygen and use of A.E.D.

Preferred Qualifications for Aquatics Only:
Valid Pool Operator, American Red Cross Lifeguard Training Instructor and American Red Cross Administering Emergency Oxygen. If not certified in preference certifications, must obtain during employment.

Knowledge-Skills-Abilities Required to Perform Satisfactorily
A. Knowledge
   1. Knowledge of current safety principles and practices as they apply to parks and recreation programs and facility usage.
   2. Knowledge of current techniques in the assessment of the recreational program and facility needs of the community.
   3. Knowledge of the department's mission and strategic goals and objectives and the role and functions of each City department.
   4. Knowledge of the planning, design, maintenance and use of parks and recreation facilities.
   5. Knowledge of the principles and techniques of fund raising, sponsorships, partnerships, public relations, and marketing.
   6. Knowledge of the vision, goals, mission, and values of the Virginia Beach Quality Service System.
   7. Knowledge of appropriate City, state and federal safety practices, procedures and regulations.

B. Skills
   1. Skill in conveying clear and concise communication both orally and in writing.
   2. Skill in coordinating the preparation and administration of written contracts, lease agreements, and service agreements between the department and outside private, public, and non-profit organizations.
   3. Skill in effective management of diverse staff that facilitates a cooperative team-working environment.
   4. Skill in recognizing existing as well as potential problems regarding department program and facility operations and determining appropriate solutions.
   5. Skill in the administration of City and department policies and procedures.
   6. Skill in the application of current leadership, problem solving, and intervention techniques.
   7. Skill in the application of current organizational management techniques including short and long range strategic planning and the evaluation of department program and facility operations in order to identify problem areas and initiate appropriate corrective action.
   8. Skill in the application of current personnel management principles and strategies.
   9. Skill in the application of established municipal accounting principles and procedures including the development and administration of annual operating budgets for the department.
   10. Skill in the inspection and analysis of parks and recreation program and facility operations.
   11. Skill in the preparation of written financial, statistical, or other reports as required
   12. Skill in the use of current trend analysis techniques in the evaluation and estimation of program and facility operating budget revenues and expenditures.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
Parks and Recreation Coordinator #02552

13. Skill in operating all standard office equipment.
15. Skill in identifying current trends and influences affecting the organization and the needs of a diverse population.
16. Skill in developing comprehensive staff development plans.
17. Skill in facilitating, directing, and guiding individual and group efforts using multiple leadership styles.

C. Abilities

1. Ability to establish and implement policies, procedures and practices to serve the leisure recreational needs of the community.
2. Ability to effectively communicate with other City employees, customers, and the general public both orally and in writing.
3. Ability to establish and maintain effective working relationships with City officials, employees, and representatives of outside agencies.
4. Ability to independently lift or move objects or participants weighing up to 50 pounds on a regular basis may be required; ability to lift or move, with assistance, objects or participants weighing more than 50 pounds may be required occasionally.
5. Ability to operate a computer and use City standard software applications.
6. Ability to work independently or as a member of a project committee as required.
7. Ability to train, plan, and direct the work of others.
8. Ability to work effectively with a diverse group of individuals, groups, and organizations.
9. Ability to organize and prioritize work and shift priorities in accordance with citizen and agency needs.
10. Ability to perform a variety of assigned tasks that may vary from day to day.
11. Ability to comprehend, follow and apply written and oral instructions.
12. Ability to perform tasks requiring incumbent to sit or stand for extended periods of time throughout the workday.
13. Ability to remember procedures or steps and recall them to carry out routine tasks.
14. Ability to adjust routine procedures to accommodate challenges or improve processes.
15. Ability to hear at a conversational level.
16. Ability to adjust to typical work stressors. (deadlines, disagreeable contacts, etc.)
17. Ability to work outdoors as necessary with occasional exposure to inclement weather, extreme heat conditions at or above 90 degrees and/or extreme cold conditions below 30 degrees.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.

Requires light to medium physical work with occasional walking, standing, stooping, lifting and raising
objects; exerting up to 25 pounds on a regular basis may be required; ability to lift or move objects weighing more than 25 pounds, with assistance, may be required occasionally; and extensive keyboard operations.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs administrative level of professional work requiring extensive knowledge, interpretation, understanding and critical review of operating policies and procedures and their application to problems not previously encountered; uses a wide range of administrative methods in the resolution of problems; intensive understanding of the dynamics and integral components of multiple budget units; requires extensive attention to detail with prolonged periods of concentration for accurate results and frequent exposure to unusual pressure.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

The employee may be subject to exposure to extreme heat or cold, wet or humid conditions, noise, and traffic. Aquatics positions may risk exposure to swimming pool chemicals.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

Normal visual acuity, and field of vision, hearing, and speaking.