

**CITY COUNCIL AGENDA ITEM**  
**CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Approval of Ordinance No. 416 Creating a New Classification, Recreation Coordinator II
<b>DEPARTMENT:</b>	Human Resources
<b>PRESENTED BY:</b>	Marci Wright, Human Resources Director Dick Deal, Parks, Recreation and Cultural Services Director

**ISSUE STATEMENT:** The Parks, Recreation and Cultural Services Department currently has four Recreation Coordinator positions: two Recreation Coordinators working at the Spartan Gym, one Recreation Coordinator working at the Shoreline Pool and one Recreation Coordinator responsible for operation of the City's Teen Program. (This last position is currently job shared by two half time employees).

The Department has studied its current method of management of the Spartan Gym and identified an opportunity to provide improved service to its customers by consolidating facility management responsibilities into one position (Currently the facility management responsibilities are shared between the two Recreation Coordinator positions housed at the Gym) In order to accomplish this new assignment, the Department is seeking to create a new classification, Recreation Coordinator II, to reflect the traditional recreation coordinator responsibilities and new tasks and responsibilities inherent in fully managing a recreation facility. If this action is approved, PRCS would open this new position up internally and allow existing employees to compete for the position. The resulting promotion would allow the Department to transition to management of the Spartan Gym by an appropriately classified employee without the need of adding a new FTE to the City's budget.

If the new classification of Recreation Coordinator II is created, the Department has identified that the Recreation Coordinator at the Shoreline Pool should be reclassified to the Recreation Coordinator II classification. This reclassification would appropriately reflect the combination of Coordinator tasks and facility management tasks performed by the incumbent.

If Council approves the creation of a new Recreation Coordinator II classification, the existing Recreation Coordinator classification would be denominated Recreation Coordinator I.

**ANALYSIS:** Creation of a Recreation Coordinator II managing the Spartan Gym facility would improve services to our customers by:

1. Providing one management point of contact for citizens and employees working at the facility

2. Identifying the appropriate person for all safety, maintenance, and operational matters
3. Eliminate the confusion generated by the present shared responsibility for management of the Spartan Recreation Center between two Recreation Coordinators

The additional duties required in fully managing the gym facility require skills and experience beyond that required of the existing Recreation Coordinator classification.

As a result, we recommend the creation of a new classification: Recreation Coordinator II. We are further recommending this new classification be assigned to Salary Range 50, which is 10% above the current Recreation Coordinator classification (Range 46) and 15% below the Recreation Superintendent. The percentage differences between salary ranges are consistent with the general guidelines in our compensation and salary plan. (General guidelines of 10% between classifications in a series and 15 – 20% between supervisor and subordinate)

**FINANCIAL IMPACT:** The 2006 cost to implement this reclassification is estimated to be approximately \$8,000 and was anticipated and included in the 2006 budget.

### **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 416 creating a new classification Recreation Coordinator II and adding this new classification to the City of Shoreline Classification and Compensation Plan.

### **ATTACHMENTS**

Attachment A – Ordinance No. 416 Creating a New Classification, Entitled Recreation Coordinator II

Attachment B—Recreation Coordinator II classification specification

Approved By:

City Manager 

City Attorney 

**ORDINANCE NO. 416**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, CREATING A NEW CLASSIFICATION, ENTITLED RECREATION COORDINATOR II IN THE PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT AND AMENDING THE 2006 BUDGET, BY AMENDING THE 2006 EXEMPT SALARY TABLE TO ADD THIS CLASSIFICATION**

WHEREAS, Ordinance No. 410 amended the 2006 Final Budget for the City of Shoreline (hereafter "2006 Budget"); and

WHEREAS, City staff have determined it is appropriate to create a new classification entitled Recreation Coordinator II and to reclassify the incumbent Recreation Coordinator managing the Shoreline Pool to this new classification; and

WHEREAS, a salary range should be set which is commensurate with the new classification; and

WHEREAS, the position shall continue to work in the Parks, Recreation and Cultural Services Department and no amendments to the Department's 2006 budget are needed;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment to the 2006 Budget.** The Exempt Salary Table of the 2006 Budget as adopted by Ordinance No. 404 as amended is further amended as follows:

A new classification designated "Recreation Coordinator II" is added to Range 50

**Section 2. Effective date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL ON MARCH 27, 2006.**

\_\_\_\_\_  
Robert Ransom, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Scott Passey  
City Clerk

\_\_\_\_\_  
Ian Sievers  
City Attorney

Date of Publication:  
Effective Date:

Mkt Adj. 2.28%

City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps  
EFFECTIVE JANUARY 1, 2006

Salary Table 01 - EXEMPT

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1		Annual	16,776	17,465	18,153	18,867	19,629	20,416
2		Annual	17,219	17,883	18,596	19,334	20,097	20,908
3		Annual	17,612	18,325	19,063	19,826	20,613	21,449
4		Annual	18,055	18,793	19,531	20,318	21,130	21,991
5		Annual	18,522	19,260	20,047	20,834	21,671	22,532
6		Annual	18,990	19,728	20,539	21,351	22,212	23,098
7		Annual	19,482	20,244	21,056	21,892	22,778	23,688
8		Annual	19,974	20,761	21,572	22,458	23,343	24,278
9		Annual	20,441	21,277	22,114	22,999	23,934	24,893
10		Annual	20,982	21,818	22,679	23,589	24,524	25,508
11		Annual	21,474	22,360	23,245	24,180	25,139	26,148
12		Annual	22,015	22,901	23,835	24,770	25,779	26,812
13		Annual	22,581	23,491	24,426	25,410	26,418	27,476
14		Annual	23,147	24,057	25,041	26,049	27,082	28,165
15		Annual	23,712	24,672	25,656	26,689	27,747	28,853
16		Annual	24,327	25,311	26,320	27,353	28,460	29,591
17		Annual	24,942	25,926	26,959	28,042	29,173	30,329
18		Annual	25,533	26,566	27,624	28,730	29,887	31,092
19		Annual	26,172	27,230	28,312	29,444	30,624	31,854
20		Annual	26,836	27,919	29,026	30,206	31,412	32,666
21		Annual	27,501	28,607	29,764	30,944	32,174	33,478
22		Annual	28,214	29,321	30,501	31,731	32,986	34,314
23		Annual	28,903	30,059	31,264	32,519	33,822	35,175
24		Annual	29,641	30,797	32,051	33,330	34,659	36,036
25		Annual	30,354	31,584	32,838	34,167	35,519	36,946
26		Annual	31,116	32,371	33,650	35,003	36,405	37,881

City of Shoreline  
Range Placement Table  
2.5% Between Ranges; 4% Between Steps  
EFFECTIVE JANUARY 1, 2006

Salary Table 01 - EXEMPT

Range	Title	Min Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
27		Annual	31,904	33,183	34,536	35,913	37,340	38,816
28		Annual	32,715	34,019	35,372	36,799	38,274	39,800
29		Annual	33,527	34,880	36,282	37,709	39,234	40,783
30		Annual	34,363	35,741	37,168	38,668	40,193	41,817
31		Annual	35,224	36,651	38,102	39,627	41,202	42,850
32		Annual	36,110	37,561	39,062	40,611	42,235	43,932
33		Annual	37,020	38,496	40,021	41,644	43,292	45,039
34		Annual	37,930	39,455	41,029	42,677	44,375	46,146
35		Annual	38,865	40,439	42,038	43,735	45,482	47,302
36		Annual	39,873	41,448	43,120	44,818	46,613	48,483
37		Annual	40,833	42,481	44,178	45,949	47,769	49,688
38		Annual	41,841	43,514	45,260	47,081	48,975	50,918
39		Annual	42,899	44,621	46,416	48,261	50,204	52,197
40		Annual	43,981	45,752	47,572	49,491	51,459	53,525
41	Planner I	Annual	45,088	46,908	48,778	50,721	52,738	54,853
42		Annual	46,220	48,064	49,983	51,976	54,042	56,231
43		Annual	47,376	49,270	51,238	53,279	55,419	57,633
44		Annual	48,556	50,500	52,517	54,608	56,797	59,060
45	Grants Specialist Planner II Executive Assistant to the City Manager	Annual	49,762	51,754	53,820	55,985	58,223	60,560
46	Budget Analyst Management Analyst Staff Accountant <del>Recreation Coordinator</del> <u>Recreation Coordinator I</u>	Annual	50,992	53,058	55,173	57,362	59,675	62,061
47	Human Resources Analyst	Annual	52,320	54,386	56,575	58,814	61,175	63,635
48	Purchasing Officer	Annual	53,599	55,739	57,977	60,290	62,700	65,209
49	Coordinator Office of Neighborhoods Emergency Management Coordinator Planner III	Annual	54,952	57,141	59,429	61,790	64,275	66,833
50	Communications Specialist Senior Accountant <u>Recreation Coordinator II</u>	Annual	56,305	58,543	60,905	63,340	65,873	68,505
51	Web Developer	Annual	57,707	60,019	62,430	64,914	67,521	70,227
52	Associate Traffic Engineer Public Works Administrative Manager Development Review Engineer Customer Resp. Team Supervisor	Annual	59,183	61,544	64,004	66,562	69,219	71,998

**City of Shoreline**  
**Range Placement Table**  
**2.5% Between Ranges; 4% Between Steps**  
**EFFECTIVE JANUARY 1, 2006**

**Salary Table 01 - EXEMPT**

Range	Title	Salary	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
53	Network Administrator	Annual	60,659	63,069	65,603	68,235	70,965	73,794
54	PW Maintenance Supervisor	Annual	62,159	64,643	67,226	69,932	72,736	75,639
55	Capital Projects Manager I GIS Specialist Human Services Manager City Clerk	Annual	63,709	66,267	68,924	71,679	74,556	77,533
56	Parks Superintendent Recreation Superintendent Permit Services Manager	Annual	65,332	67,940	70,645	73,474	76,401	79,476
57	Database Administrator	Annual	66,956	69,637	72,416	75,319	78,320	81,468
58	Assistant City Attorney	Annual	68,628	71,359	74,212	77,188	80,288	83,486
59	Building Official Economic Development Program Mgr Finance Manager Capital Projects Manager II Surface Water & Enviro Services Manager Traffic Engineer	Annual	70,350	73,179	76,082	79,132	82,305	85,576
60		Annual	72,097	74,975	77,976	81,100	84,346	87,716
61		Annual	73,917	76,869	79,943	83,141	86,462	89,930
62	Information Systems Manager Assistant Director PADS	Annual	75,762	78,812	81,960	85,232	88,627	92,169
63		Annual	77,631	80,755	83,977	87,347	90,840	94,481
64	Aurora Corridor Project Manager	Annual	79,599	82,772	86,093	89,537	93,103	96,842
65		Annual	81,567	84,838	88,233	91,750	95,440	99,253
66	City Engineer Public Works Operations Manager	Annual	83,609	86,954	90,447	94,063	97,826	101,737
67		Annual	85,724	89,143	92,710	96,424	100,286	104,271
68		Annual	87,839	91,357	94,997	98,810	102,770	106,878
69		Annual	90,053	93,644	97,383	101,294	105,329	109,559
70		Annual	92,292	95,981	99,843	103,828	107,985	112,290
71		Annual	94,604	98,392	102,328	106,411	110,666	115,094
72		Annual	96,990	100,852	104,886	109,092	113,446	117,972
73		Annual	99,400	103,385	107,518	111,822	116,275	120,924
74		Annual	101,885	105,943	110,199	114,602	119,202	123,949
75		Annual	104,443	108,625	112,954	117,480	122,178	127,049

## CITY OF SHORELINE

### RECREATION COORDINATOR II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To supervise, assign, review and participate in the work of staff responsible for developing and implementing recreation programs and services for the City in the areas of community events, specialized recreation, athletics, children and teens , aquatics, general programs and field/facility usage; to prepare promotional materials to promote recreation programs, events, services, and activities; and to perform the more technical and complex tasks relative to assigned area of responsibility

#### **DISTINGUISHING CHARACTERISTICS**

Employees within this classification are distinguished from the Recreation Coordinator I by the additional responsibility of managing and operating a city facility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Recreation Superintendent.

Exercises direct supervision over recreational staff including extra help and volunteers

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for developing recreation programs for all ages and ability levels in the areas of community events, specialized recreation, athletics, children and youth, aquatics, other general programs and field/facility usage.
2. Manage and operate a city facility, including responsibility for staffing, programming, scheduling, maintenance and any contracted services; monitor the use of recreation facilities by user groups; enforce rules for facility use and participant conduct; ensure appropriate set up for recreation programs and special events; monitor program and facility compliance with applicable laws, rules and regulations.
3. Establish schedules and methods for providing recreation coordination services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly for the recreation facility
4. Oversee and coordinate the bidding, evaluation and contract administration of all program, construction, maintenance and repair activities at the facility; monitor performance standards, goals and objectives for outside consulting agencies; .maintain a preventive maintenance program for facility.
5. Monitor program performance; recommend and implement modifications to systems and procedures; maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain a variety of recreation program records; maintain and file recreation program proposals and financial reports; prepare program analysis reports as required.
6. Develop policies and procedures; monitor work activities to ensure compliance with established policies and procedures; change and improve existing standards and procedures, as needed.
7. Recommend and implement goals and objectives; implement approved policies and procedures including risk management (training, supervision, inspection of facilities and vehicles)



8. Evaluate community needs and interests; recommend and develop new programs to meet community needs; promote and conduct marketing activities for the assigned recreation facility including developing and implanting advertising and publicity programs; work closely with the school district and other organizations as required.
9. Coordinate efforts between the City and school districts, police, fire, neighborhoods, parents, and community organizations to promote positive choices for City children, youth, families and adults.
10. Coordinate swimming lessons and related activities at the indoor aquatic facility; ensure proper hiring and training of life guards and instructors.
11. Solicit the contribution of funds, materials, equipment and prizes for recreation programs and special event
12. Research, requisition, purchase and issue equipment and supplies to recreation personnel and participants.
13. Select recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; coordinate the work of any volunteers at the facility.
- 14.. Prepare and administer the budget for assigned facility; submit budget recommendations; monitor expenditures and income; assist with applicable grant-writing

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive city recreation and facility management.  
 Basic operations, services and activities of a facility maintenance and repair program.  
 Recreation and teen program philosophy, planning and administration.  
 Principles and practices of recreation and teen program development.  
 Methods and techniques of recreation facility administration and promotion.  
 Recreation facilities management including daily operations and equipment.  
 Methods and techniques of planning, organizing and coordinating recreation programs.  
 Principles of supervision, training and performance evaluation.  
 Basic procedures, methods and techniques of budget preparation and control.  
 Marketing theories, principles and practices and their application to recreation programs.  
 Rules, practices, techniques and equipment used in a wide range of recreation activities.  
 Health and human services providers  
 Methods of conflict resolution  
 Principles and practices of recreation program development and implementation.  
 Principles and procedures of record keeping.  
 Modern office procedures, methods and equipment including computers.  
 Pertinent Federal, State and local laws, codes and regulations including handling hazardous materials.

**Ability to:**

Manage a facility and evaluate needs and maintenance of the facility.  
 Supervise, organize and review the work of staff.  
 Develop, coordinate and direct varied activities involved in a community recreation program.  
 Recommend and implement goals and objectives for recreation facility.  
 Elicit community and organizational support for recreation programs.  
 Plan, schedule and implement recreation programs.  
 Interpret and explain City policies and procedures for staffing and facility.

Prepare and administer facility program budgets.  
Allocate limited resources in a cost effective manner.  
Work flexible hours including evenings and weekends.  
Prepare clear and concise reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

#### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

##### **Experience:**

Four years of recreation experience including one year of supervisory responsibility.

##### **Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation, physical education, public administration, health and human services, or a related field.

##### **License or Certificate:**

Possession of, or ability to obtain, a valid Washington State Driver's License.

Possession of a current CPR/first aid certificate.

Possession of a valid blood borne pathogen training certificate.

**Note:** When assigned to the aquatic facility, the following additional, current certificates are required: life saving, water safety instructor, pool operator.

#### **WORKING CONDITIONS**

##### **Environmental Conditions:**

Office and recreational facility environment; exposure to computer screens; potentially hazardous chemicals; may work in or with water; may work on slippery or uneven surfaces.

##### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for performing pool rescues; moderate or light lifting and carrying; operating motorized vehicles; may operate pool equipment; near visual acuity for preparing reports using a computer.

##### **Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

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Signature

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Date

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