



Name		Department	Parks, Recreation, Forestry, Buildings and Grounds
Position Title	Outdoor Recreation Coordinator		
FLSA	Exempt	Reports To	Deputy Director – Parks, Forestry and Facilities
Pay Grade	8	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The purpose of the Outdoor Recreation Coordinator is to assist in and perform planning, coordination, scheduling, and supervision of comprehensive outdoor recreation goals, programs, events, and activities. This position is influential in executing sustainable projects across an environmentally diverse municipal parks and recreation system. Responsibilities include program budget development and monitoring, supervision of contracted services, creation of work orders and solicitation documents as well as supervision of seasonal, temporary, and volunteer staff. This position is expected to exercise a high degree of integrity, initiative, accountability, and sound judgement.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Identify and pursue opportunities to development easement contracts and real estate transactions to enhance recreation and habitat connectivity.
- Assist in managing the operation of the parks, forestry, and natural areas to ensure success and implementation of department goals.
- Create property management plans to improve, promote, and develop conservation and restoration of native habitats and sustainable land management practices within City parks, bluff land, and marsh properties.
- Assist in the development, recommendation and implantation of goals, objectives, procedures, and work standards for the assigned.
- Strategically balance the intentions of the City, neighborhood associations, taxpayers, and special-interest groups including Friends of the Marsh, and Outdoor Recreation Alliance, Riverside International Friendship Gardens.
- Administer program budgets while also forecasting department revenues and expenditures within assigned areas.
- Oversee maintenance of multi-use and exclusive-use trails while seeking opportunities to improve existing outdoor opportunities.
- Seek, pursue, and secure funding for capital projects through federal, state, corporate, local grant, and Tax Incremental District (TID) programs while also monitoring grant-funded projects for compliance.
- Prepare and administer Request for Proposals (RFP), manage service contracts, memorandums of understanding and other similar documents.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Prepares memos, letters, reports, spreadsheets, and other correspondence.
- Promote and enforce safe work practices.
- Attends trainings as assigned.
- Facilitates public input sessions and presentations.
- Answers telephone and assists members of the public.
- Attends meetings as needed.
- Maintains certifications.
- Performs other duties as assigned or as necessary.

Minimum Training & Experience Requirements

- Bachelor's degree Recreation Management, Public Administration, or related field from an accredited college plus two (2) years of management experience in public parks, recreation programs, or related experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Working knowledge of principles, practices and methods of park and recreation administration including business plan development.
- First Aid and CPR certification required.
- Valid driver's license required.
- Computer skills required including proficient use of Microsoft Office suite.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure, assemble, copy, record, transcribe data and information.
- Ability to classify, compute, and tabulate data.
- Ability to counsel, treat and mediate, and/or provide first-line supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, standards, and federal, state, and local law to specific situations.
- Ability to utilize a wide variety of advisory data and information such as contracts, permits, land surveys, easements, tax incremental districts (TID), deed restrictions, land covenants, zoning requirements, land uses,

timesheets, job applications, performance evaluations, personnel policies, payroll records, registration lists, brochures, flyers, newspaper copy, event schedules, staff reports, program recommendations, billing statements, receipts, financial reports, department budgets, fee schedules, facilities use request, tax statements, receipts, financial reports, department budgets, fee schedules, facility use requests, tax reports, computer software operating manuals, equipment manuals, rule books, recreation books/manuals, program forms, directories, procedures, guidelines, and non-routine correspondence.

- Ability to multi-task with frequent interruptions and changes in priorities.
- Ability to maintain effective public relations.
- Ability to communicate effectively and courteously with City employees and the public.
- Ability to communicate orally and in writing with employees, program participants, students, parents, school personnel, business organizations, recreation organization s, sports clubs, volunteers, program officials/scorekeepers, various City departments, news media representatives, and the public.

Mathematical Ability

- Ability to add and subtract, multiply, and divide, and calculate percentages, fractions, and decimals.
- Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence such as supervising, managing, leading, and instructing.
- Ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Ability

- Ability to operate, maneuver, and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, sports equipment, common hand tools, graphic arts tools, computer terminal, sound reinforcement equipment, telephone, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert moderate physical effort in sedentary to moderate work, typically involving some combination of kneeling, crouching, stooping, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify individual characteristics of colors, shapes, and sound associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.