

HEWITT TEXAS

Job Title: Parks & Media Coordinator
Department: Parks & Streets
Location: Community Services
Reports to: Parks & Streets Superintendent
Date: 06/10/2019

Grade: 13	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Performs a variety of specialized clerical duties related to the growth and development of the City's parks and streets.

Essential Functions: Provide support for the development of the City's parks. Work closely with the Parks & Streets Superintendent to plan and implement park construction and renovation projects. Research, develop, and revise park ordinances. Prepare for and attend Parks and Beautification Commission meetings.

Respond to requests for information related to park services and City events. Review, accept, and process applications for park reservations. Provide email correspondence and maintain contract registrations.

Publicize, market, and promote the amphitheater and other park services using a variety of media sources. Represent the department with the public and with outside groups, organizations, and agencies.

Plan, coordinate, and assists with production of special events in support of the amphitheater. Serve in various roles during special events. Partner with the Greater Hewitt Chamber of Commerce.

Perform a variety of administrative tasks to include payroll processing and record keeping. Prepare invoices, reports, memos, letters, financial statements, and other documents using word processing, spreadsheet, database, and related software. Order equipment, materials, and supplies for Parks, Streets, General Services and Drainage.

Establish and maintain effective working relationships. Maintain a clean and orderly working area. Provide back up support for utility billing and permits as needed to include answering the phone, assisting customers at the front desk, processing water payments, and accepting and processing permits. Perform other related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of customer service principles and practices. Ability to effectively and professionally meet and deal with the public. Ability to communicate effectively, both verbally and in writing. Ability to follow verbal and written instructions. Ability to work independently. Ability to prioritize and complete multiple tasks. Skilled in operating computer and related software applications.

Required Education, Experience, and Qualifications: High school diploma or GED. Two (2) years of general clerical or event planning experience. Possess a valid Texas driver's license.

Preferred Education, Experience, and Qualifications: Bachelor's degree in Business Administration, Public Administration, Marketing or related field.

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input checked="" type="checkbox"/>	Light <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 10 pounds.

Machines, Tools, and Equipment: Computers, Computer Software, Fax Machine, Telephone, Copy Machine, Printer, Scanner, Check Scanner, Paper Shredder, Calculator

Expected Hours of Work: Days and hours of work are Monday through Friday from 8am to 5pm. Occasional evening and weekend work may be required as job duties demand.

Work Conditions/Environmental Factors: Work is typically performed in a standard office environment. May be exposed to dust and odors. Occasionally works outside in extreme weather conditions.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____