



Board of Alderman Request for Action

MEETING DATE: 12/21/2021

DEPARTMENT: Administration

AGENDA ITEM: Resolution 1008 – Resolution Amending the Compensation Plan

RECOMMENDED ACTION:

Motion to approve Resolution 1008, amending the Employee Compensation Plan to add a part-time Program Coordinator position in the Parks and Recreation Department.

BACKGROUND:

In conversations with the Parks and Recreation Director over the past several months, a desire has been expressed to add a year-around part-time position in support of the increase in duties of the Recreation and Marketing Manager. This would provide assistance in a variety of duties related to planning, organizing, implementing and supervising all assigned youth and adult recreation programming and special events. This will allow the department to continue to grow and still provide quality programs and communication.

A job description has been developed and it is recommended that the position of part-time Recreation Program Coordinator be created in the Parks and Recreation Department.

If approved by the Board, the position and payscale will be included in the upcoming implementation of the Classification and Compensation Study. Pay rate will start at \$15.00 per hour.

PREVIOUS ACTION:

None

POLICY ISSUE:

N/A

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

ATTACHMENTS:

- | | |
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| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Job Description | |

RESOLUTION 1008

A RESOLUTION AMENDING THE EMPLOYEE COMPENSATION PLAN.

WHEREAS, the Board of Aldermen approve amendments to the Compensation Plan, and

WHEREAS, it has been determined that addition of the position of part-time Program Coordinator in the Parks and Recreation Department is desired.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT the Compensation Plan is hereby amended to incorporate a new position and associated pay scale.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 21st day of December 2021.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Part-Time Program Coordinator

DEPARTMENT: Parks and Recreation

SUPERVISOR: Recreation and Marketing Manager

SUMMARY:

Under the direction of the Recreation and Marketing Manager, the purpose of this position is to assist in a variety of duties related to planning, organizing, implementing, and supervising all assigned youth and adult recreation programming and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends. This is a part-time position required 20-30/hr. per week.

DUTIES & RESPONSIBILITIES:

- Assist in planning, scheduling, organizing, and implementing recreation programs and activities based on the needs of the community and department
- Assist in handling participant registrations, recruiting, onboarding, and training volunteers
- Act as the on-site supervisor for assigned events and programs; point of contact for staff and volunteers, ensure safety procedures are followed, and manage needs throughout the assigned event.
- Assist in support and customer service duties. Handling reservations and public relations duties, answers phone and visitor inquiries in a timely manner
- Assist in developing implementing and supervising departmental special events
- Assist in preparing, coordinating, and distributing all recreation marketing including brochures, flyers, and email information
- Assist in maintaining records, developing, and preparing participation reports, conduct program evaluations and surveys
- Assist in maintaining parks and recreation facilities including athletic field maintenance, senior center facility set up, and shelter house reservations; ensure safety and maintenance of facilities during assigned times
- Ability to work a flexible schedule to include days, evenings, weekends, and some holidays as Supervisor on Duty
- Other duties as assigned

ESSENTIAL JOB FUNCTIONS:

- Knowledge of the principles, practices, and techniques utilized in planning, organizing, and supervising recreation programs, events, and activities

- High level of organization demonstrating sound judgment, initiative, and independent thinking
- Ability to organize and supervise volunteers and contractors
- Ability to communicate effectively in oral and written form
- Knowledge of supervisory methods and techniques; Able to lift up to 50 lbs.