

## CITY OF MARCO ISLAND, FLORIDA CLASSIFICATION SPECIFICATION

### CLASSIFICATION TITLE: ADMINISTRATIVE AND FACILITIES COORDINATOR

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#### PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, organize, direct, supervise and manage the city's parks, athletic fields and open space. To provide continual monitoring and evaluation of facilities, personnel, work of contractors, and implement and continually improve best management practices of all park facilities and programs.

#### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Responsible for city's parks and facilities, including, but not limited to recreation and athletic field planning, routine construction and renovation projects, maintenance services including equipment failures and emergencies.

Plans, assigns, monitors and provides management direction to assigned staff; evaluates performance, responds to inquiries, requests and complaints and makes needed adjustments to current operating practices, procedures and operations.

Manages all personnel, scheduling, maintenance and program development at City Racquet Center.

Assists and facilitates the Marco Island Farmers Market operations.

Responsible for all city park facilities operations.

Develops and continually monitors budgets for facilities maintenance programs, department budgets, and supporting narrative and statistical data.

Reviews equipment quotes, cost estimates for repairs and service and negotiates appropriate modifications.

Responsible for building access and all security measures.

Participates with the director or designee in planning, conducting and implementing special studies and projects.

Assists in the establishment of preventative maintenance schedules and maintenance and construction programs in park and athletic field facilities.

Responsible to ensure safety of the assigned workplace and assigned personnel in compliance with mandated federal and state governmental regulations.

Monitors inventory of park equipment, parts and other required materials, additionally initiates orders and makes recommendations for additional stock or other park equipment as needed.

Assists in hiring high quality candidates both internally and externally.

Engages in developing subordinates by providing training, developmental opportunities and career development discussions.

Engages and orients new hires and/or transfers by communicating expectations, providing performance reviews and employee feedback, and provides both the tools and processes necessary for subordinates' job success.

Makes periodic reports to Manager or Director on the current state of facilities maintenance program, including recommending and prioritizing needed repairs and related improvements.

Meets with contractors/vendors and others as required to address safety, maintenance, repair, installation and related issues; provides guidance to contractor/vendors on routine matters and recommendations to the Director or designated representative regarding unusual problems or policy issues.

The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Associate Degree from an accredited college or university in Business Administration or Building Management.

Five (5) years of progressively responsible business or administrative management experience, three (3) years of which was in a supervisory or management capacity; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities.

General office computer skills are required.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Marco Island 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.*