

Specification for Class of

PARKS AND RECREATION COORDINATOR 1

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Within the Washington State Parks and Recreation Commission, under the general direction of a higher level Parks and Recreation Coordinator, assists in developing and coordinating agency-wide activities, establishing program priorities, analyzing data, drafting legislation and recommending program direction for a parks and recreation program such as: Boating, Concession, Winter Recreation Volunteer.

Typical Work

Assist higher level Parks and Recreation Coordinator(s) with the execution of statewide program activities;

Assist with the review and coordination of concession proposals, contracts, on-site verification and support on long range capital projects;

Assist in the development and administration of the agency legislative program, RCW and WAC changes, modifications, interpretation and implementation;

Conduct preliminary research and compile data, develop and prepare technical exhibits, conduct studies required to respond to requests from the external and internal community to determine needs for new recreation facilities;

Assist Park staff with the planning, acquisition, legal requirements, financing and operation of recreation facilities;

Write and edit publications, reports or newsletters on Park and Recreation matters for internal and external distribution;

Assist staff with the development of educational programs, posters, and training;

Performs other work as required.

Knowledge and Abilities

Knowledge of: objectives of agency state-wide programs and principles and practices involved in program management, planning, administration, budgeting, accounting, auditing; marketing techniques; public relations; educational techniques, coordinating and administration of such programs; facilities required for varied and comprehensive programs; state and federal laws pertaining to winter recreation, boating, concessions and volunteerism.

Ability to: carry out specific program activities, use sound judgment, interpret and apply agency policy, plan work effectively, analyze data, establish and maintain effective working relationships with governmental officials, community groups and advisory committee members, address groups and write effectively.

Minimum Qualifications

A Bachelor's degree involving major study in outdoor recreation, public or business administration, natural resources or closely allied field AND one year of full-time professional experience in parks and outdoor recreation work.

Additional qualifying experience listed above may be substituted, year for year, for education.

New class: 4-11-97

Revised definition: 9-21-00