

Specification for Class of

PARKS AND RECREATION COORDINATOR 3  
**Abolished Initially Effective January 13, 2006**  
**Abolished Final Effective February 10, 2006**

Definition: Within the Washington State Parks and Recreation Commission, serves as the senior level Park and Recreation Coordinator. Directs long-range program planning, provides direction to the external and internal constituents. Develops and interprets program policies and procedures.

Distinguishing Characteristics: Supervises or directs high priority project(s) (such as personal flotation devices, boating under the influence, motorized versus non-motorized usage) within a component of a program. Designs and develops analytical studies and coordinates the efforts of professional staff. Distinguished from the two level by having expert knowledge in two or more components. Expert knowledge is defined as having two years of working experience in a program component that requires design, development and implementation. Serves as the program regulatory and legislative consultant providing internal and external direction.

Typical Work

Coordinates and directs the daily complex, tactical activities, assigns projects, establishes priorities; directs other professional personnel;

Reviews requests from local agencies, gathers statistical data, conducts studies needed by local agencies to determine community needs related to the direction of the statewide program; furnishes advice and information and recommendations to cities, counties and private agencies on planning, acquisition, legal requirements, financing, and operation of recreation facilities;

Reviews and approves publications or newsletters on parks and recreation matters; arranges for printing and distribution of brochures and other publications for distribution to public; prepares Commission agenda items, annual and other reports;

Establishes and maintains close working relationship with external constituents; prepares and delivers speeches and/or presentations to committees, task forces, commissions and/or advisory groups; provides expert testimony in judicial and legislative hearings; develops brochures and manuals; attends and/or participates in conferences, meetings and seminars;

Reviews, approves and monitors required educational programs; develops and implements performance standards for assessment and evaluation of said programs;

Oversees the agency's multi-faceted efforts to be uniform and consistent with other state, federal and provinces;

Evaluates and analyzes the accident reporting system, its policies and procedures for improvement and compliance;

Administers statewide grant and aid programs providing financial and technical assistance to federal, state and local agencies, private organizations, as well as individuals; negotiates contracts and amendments and evaluates contractor performance;

Oversees and directs the activities of the advisory committees; interprets law programs, agency policy for consistency and compliance; recruits, interviews and recommends appointments to the Advisory Board;

Drafts and researches language, provides fiscal analysis reports and prepares testimony pursuant to filing revisions to WAC's related to one or more statewide programs;

Determines needs for new recreation facilities in State Parks and makes need known to parks planning and development personnel;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: objectives of agency statewide and multi-state recreation programs and principles and practices involved in promotion, financing, organization, and administration of such programs; facilities required for varied and comprehensive programs; state and federal laws pertaining to recreation, boating, and volunteerism; principles or program management, planning, administration, budgeting, accounting, auditing; marketing techniques; public relations; educational techniques, contracts, legislation.

Ability to: lead, plan, organize, manage, and evaluate a program; assist in planning recreation programs to meet specific community needs; work tactfully and effectively with representatives of other organizations; speak before groups of people with varied backgrounds and interests; speak and write clearly and effectively; develop and maintain effective working relationships with paid and unpaid staff in a team effort; represent the agency

to other state and local governments, community groups and citizens.

Minimum Qualifications

Two years as a Parks and Recreation Coordinator 2

OR

A Bachelor of Arts degree involving major study in outdoor recreation, public or business administration or closely allied field AND four years of full-time professional experience in parks and recreation work, program administration, safety education and training, or supervision of volunteers.

OR

A Master's degree in a related field, plus two years of full-time experience in the administration of statewide programs in parks and recreation work.

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

New class: 4-11-97