

## City of Hailey Job Description

Class Title: Parks Operations Coordinator/City Administrator's Assistant  
Pay Grade: 6  
FLSA Designation: Non-Exempt  
Department: Public Works/Administration

### Position Overview

This position has two components:

The Parks Operations Coordinator handles the majority of parks office administrative functions. This includes park reservations; processing special event applications; responding to the public for complaints and assistance; meeting attendance and hosting for both the Parks and Land Board and Tree Committee including preparation of staff reports and memos; interoffice coordination with field staff and others.

The Administrative Assistant to the City Administrator provides a wide variety of assistance to the Administrator, such as drafting the monthly newsletter and other public outreach materials; drafting routine council packet materials; serving a project coordinator role for new initiatives which span departments.

### Essential Functions

- Builds strong relationships with other Public Works Divisions such as Streets, Parks and Lands Board, Hailey Tree Committee and the general public;
- Prepare reports regularly to City Council, the Public Works Director and other leadership members, including new policies and ordinances, contracts, agreements, water consumptions, park usage, and information campaigns related to city parks or arena;
- Manages various reservations and schedules including park reservations, park use schedules and arena rentals/agreements;
- Manages parks webpage;
- Ensures park policies and procedures are regularly updated and advises on changes that need to be made;
- Manages Special Event applications and compliance for events utilizing City Parks;
- Participates under the direction of the Public Works Director in park facilities, projects and programs including, adopt-a-park, park master plans and other park improvements.
- Participate as needed in the capital planning of future park improvements including fundraisers, budget development, grants and promotional and marketing plans;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices;

- Performs a variety of duties as assigned by the City Administrator, including newsletter article drafting; preparation for routine materials for Council meetings; public outreach materials; special projects as assigned.
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

#### Qualifications

- Experience or ability to learn Caselle Connect and iWorQs
- Experience in Canva and/or other publication software
- Experience or ability to learn parks reservation software

#### Acceptable Experience and Training

- High school diploma or GED equivalent;
- One plus year related experience;
- Public sector experience;
- Any equivalent combination of training or experience which provides the knowledge and abilities necessary to perform the duties of this job.

#### Licenses and Other Requirements

- Applicants must be able to pass a background check;

#### Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform the above duties;
- Sufficient physical ability to perform the above duties;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job.