

SNOHOMISH COUNTY JOB DESCRIPTION

PARKS FACILITY COORDINATOR

Spec No. 6343

BASIC FUNCTION

To perform a variety of complex office duties relating to facility rental coordination and scheduling

STATEMENT OF ESSENTIAL JOB DUTIES

1. Administers reservations/applications through on-line (or other) reservation system for Park rental facilities; prepares and processes paperwork; receipts funds and coordinates preparation/set-up for tenants; monitors and tracks tenant compliance; maintains related files and generates required reports.
2. Assists the general public on the phone, in-person or on-line by answering questions, responding to issues, explaining park services and facility amenities, policies, procedures and schedules.
3. Establishes system to track rental/event costs and billable services/supplies.
4. Assists in the advertising/promoting of park facility rental opportunities.
5. Establishes and maintains resource library files and collects on-going park-related articles; organizes for accessible and secured current and future reference.
6. Coordinates janitorial services, stocking of supplies and initiate work orders to facilitate proper maintenance to deter premature depreciation of rental facilities.
7. Monitors general office equipment maintenance and replenishing of supplies.

STATEMENT OF OTHER DUTIES

8. Performs related clerical duties and assists in other areas as required.

MINIMUM QUALIFICATIONS

Three (3) years of basic office experience including facility coordination and scheduling with (1) one year of operating a computer-based reservation system and (1) one year of direct customer service experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required. Computer knowledge of facility reservation/scheduling systems beneficial

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KNOWLEDGE AND ABILITIES

Knowledge of:

- general office practices and procedures;
- basic bookkeeping and/or recording keeping procedures;
- basic computer operation and understanding;
- computer-based reservation system operation;
- the rules of grammar, spelling, punctuation and word usage;
- concepts and techniques of public relations.

Ability to:

- assist the public in determining what their needs are;
- operate standard office equipment including computers and software;
- meet deadlines and cope with interruptions;
- communicate effectively both orally and in writing;
- independently organize tasks and work in a team environment;
- establish and maintain effective work relationships with staff, general public and representatives of other agencies;
- be comfortable working in an open and public environment;
- establish and maintain organized and complete files;
- read, interpret and input data rapidly and accurately;

SUPERVISION

Employee receives limited supervision from an administrative superior as assigned. The employee carries out recurring assignments on his/her own initiative and receives additional, specific instructions, objectives, and priorities by the supervisor.

WORKING CONDITIONS

The work is performed in the usual office environment with two (2+) hours or more per day focusing on a computer screen. Employee may be required to work evenings and weekends as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2005
EEO Category: 6 – Administrative Support
Pay Grade: 306 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous