

CITY OF WALLER

JOB DESCRIPTION

Job Title: Recreation and Tourism Coordinator

Non-exempt: Part-time employee

Reports to: City Secretary

Department: Administrative

JOB SUMMARY

This position requires an energetic and positive person who wants to make a difference by having a direct impact on the public and community. Waller is a growing small city with the opportunities to learn new skills which are not available in larger cities. This position provides assistance with planning, developing, and implementing recreation activities, including but not limited to city parks, library, and civic center. This person assists in identifying present and future needs, goals and objectives for programs, services, promoting tourism and facilities. The goal objective is to promote the Waller Civic Center, under the Texas Local Government Code requirements for use of Hotel Occupancy Taxes (HOT) Funds. Provide the community with friendly parks and enhance the vision of the community library.

Must maintain regular attendance and be able to work nights and weekends. This position may work up to a maximum of 20 hours per week.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what Recreation and Tourism Coordinator may be asked to perform; other duties may be assigned.

Oversees the maintenance of the City owned park, civic center and public library.

Works with staff and local media to promote various programs and activities to comply with use of HOT Funds and community needs.

Processes rental applications from residents and non-residents, ensuring the necessary paperwork is coordinated between the city departments. Performs maintenance checks on facilities to assure all is safe and serviceable to the public.

Provide various administrative services by ensuring safety at all facilities, assisting with development of brochures, signage, and other marketing tools, maintaining adequate levels of supplies and marketing tools, assisting with special events and providing clerical based services.

Responds to citizen requests and inquiries regarding these facilities and improvements; respond to and resolve difficult and sensitive citizen inquiries and complaints.

Prepares and maintains appropriate records, reports and files.

Oversees the janitorial and landscaping maintenance for city facilities.

Has basic knowledge of first aid assistance.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required at the time of hire or for the continuation of employment.

SKILLS AND ABILITIES

Must be 18 years old. Have a valid TX Driver's license. Must pass drug screening and physical assessment.

Must maintain a professional appearance.

Must be able to successfully interface with the public. Excellent organizational and communication skills; strong attention to detail and ability to follow through. Excellent writing and editing skills. Ability to research and advise City Council on various grants to enhance these facilities. Understanding of basic Website and print publishing processes.

Ability to travel.

Sitting; standing; walking; pushing/pulling loads up to 70 lbs. (carts loaded with tables and chairs) verbal communications; stair/ladder climbing; overhead reaching; must be able to set up and take down furnishings in the civic center.

LANGUAGE SKILLS

Ability to communicate effectively with staff and the public.

Ability to communicate effectively in both written and verbal form.

REASONING ABILITY

Ability to define problems and deal with a variety of situations.

Ability to think quickly, maintains self-control, and adapts to stressful situations.

Ability to use good judgment and effectively solve problems.

Ability to plan work and establish priorities.

PHYSICAL ENVIRONMENT

The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.

Specific vision abilities required by this job include close, distance, and peripheral vision, depth, perception, and the ability to adjust focus.

This job is performed in both indoor and outdoor environment.

WORK ENVIRONMENT

The work environment may include some of all of the following:

- Repetitive activities.
- High volume work at various hours of the day.
- Noise distractions.
- Unpleasant social situations (dealing with upset and irate individuals).
- Communication with young children.