

## CITY OF LAKE ELSINORE

### PARKS AND RECREATION ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction of the Director of Parks and Recreation, performs a wide variety of analytical and administrative duties in support of assigned functions, operations, department, and/or division including special projects, research studies, budget analysis and other specialized functions; coordinates and performs a variety of contract and grant administration duties, prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; provides information and assistance to the public regarding assigned programs and services; coordinates and manages reservation systems for use/rental of community parks and facilities; and assists individuals/groups with reserving City facilities for meetings and events.

#### **DISTINGUISHING CHARACTERISTICS:**

The Parks and Recreation Analyst is the entry-level class providing administrative and analytical support to assigned functions and operations within the Parks and Recreation Department. This position performs a full range of duties as assigned, working independently, applying analytical knowledge, and exercising judgment and initiative. This level also receives occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the organization.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.
- Prepares and presents comprehensive technical, administrative, and financial analytical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
- Participates in the budget development and administration for assigned area of responsibility; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; tracks and monitors budget expenditures.
- Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.

- Coordinates, implements, and monitors special projects within assigned area of responsibility; performs complex research and analysis of new programs, services, policies, and procedures.
- Plans, coordinates, and evaluates activities associated with assigned contracts; participates in research and evaluation of proposed contractual obligations and agreements; assists in contract negotiations and administration; monitors compliance with applicable contractual agreements.
- Coordinates CDBG grant administration activities; prepares, writes, reviews, and monitors grant applications; monitors existing programs for compliance with regulations.
- Provides staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
- Coordinates and collaborates with departments, divisions and outside agencies; serves as a liaison with public and private organizations, community groups and other social organizations; provides information and serves as a resource.
- Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies.
- Attends and participates in professional group meetings; stays informed of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.
- Manages and interprets City registration policies and resolves complaints and exception requests as well as handles more complex facility reservation requests.
- Operates a computerized reservation and registration system.
- May oversee the work of lower level administrative support staff.
- Responds to and resolves difficult and sensitive citizen complaints and inquiries.
- Performs related duties as required.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work may require the incumbent to work outdoors in all weather conditions, including wet, hot and cold, lift heavy equipment and material weighing in excess of 25 pounds, and occasionally requires working in heavy traffic conditions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

A Bachelor's degree from an accredited college or university with major course work in public administration or related field; or a combination of education and experience that has provided the knowledge, skills and abilities necessary for a Parks and Recreation Analyst.

**License/Certificate:**

Possession of, or ability to obtain, a valid California driver's license.

**KNOWLEDGE/ABILITIES:**

**Knowledge of:**

Operations and functions of municipal government; principles and practices of public administration and program development; methods and techniques of data collection, research and report preparation; principles and practices of budget preparation and administration; applicable civil, government and administrative codes; principles and practices of public sector contract administration; public sector employee relations theory, practice and issues; pertinent federal state and local laws, codes and regulations; principles and practices of customer service; policies and procedures of assigned department; English usage, spelling, grammar, and punctuation; office procedures, methods, and equipment including computers and applicable software and applications.

**Ability to:**

Perform a full range of responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative; research and analyze problems and prepare recommendations on a variety of issues; understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities; analyze complex problems, identify alternatives and recommend solutions; interpret, apply and explain pertinent federal, state and local laws, codes and regulation as well as City policies and procedures; participate in various studies and analyses; collect, evaluate and interpret complex information and data; prepare, research, negotiate, and monitor contracts and agreements; prepare clear and concise administrative and financial reports; maintain accurate and complete records on programs and operations; assist with budget preparation and administration; interpret technical information for a variety of audiences; independently prepare correspondence and memoranda; operate office equipment including computers and supporting applications and software; adapt to changing technologies and learn functionality of new equipment and systems; utilize sound judgment in the approval of in-house and outside applications, payments, refunds, cancellations, transfers, changes, invoices, and purchase requisitions; ensure facility reservation requests are compliant with the City's policies and procedures; supervise, organize, and review the work of lower level staff as assigned; organize and prioritize work flow; demonstrate an awareness and appreciation

of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

**Skill:**

Operate an office computer and a variety of word processing and software applications.