

**BOROUGH OF DORMONT
ALLEGHENY COUNTY, PENNSYLVANIA**

Community Events and Communications Coordinator

POSITION DESCRIPTION

JOB TITLE: Community Events and Communications Coordinator

DEPARTMENT: Administration

TERMS:

- (1) Full-time or Part Time
- (2) Salary (Full-Time) or Hourly (Part-Time)
- (3) At-will, non-union employee
- (4) Exempt position

SUPERVISION: Borough Manager

SUMMARY OF DUTIES

Performs a variety of complex professional and administrative work in planning, developing, and maintaining community events, recreation programs, and parks/recreation facilities of the Borough. Manages the Borough's website and social media platforms.

SUPERVISION EXERCISED

Manages and assign tasks as needed to full and part swimming pool clerks and day camp director, along with other various recreation employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and supervises recreation programs to achieve the established goals of the Borough within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans for enhanced programming and/or to maximize the use of the facilities necessary to house them; gathers, interprets, and compiles data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Sets up and manages social media accounts and maintains daily activity.
4. Provides input to the Borough Manager and Council; makes presentations to Council, boards, commissions, civic groups and the general public.

5. Communicates official plans, policies and procedures to staff and the general public.
6. Ensures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
7. Determines work procedures, coordinates work schedules with program managers, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
8. Issues written and oral instructions to volunteers and assigned staff; delegates some tasks and examines work for exactness, neatness, and conformance to policies and procedures.
9. Promotes Borough and Recreation events and activities through various platforms such as press releases, fliers, mailings, and social media.
10. Maintains harmony among volunteers and workers.
11. Performs or assists subordinates in performing duties; adjusts errors and complaints.
12. Prepares a variety of studies, reports and related information for decision-making purposes and maintains necessary operating records.
13. Ensures compliance with established policies and procedures.
14. Prepares budget recommendations for all items under recreation.
15. Orders all new and replacement equipment with approval of the Borough Manager.
16. Maintains liaison with other departments as well as public officials.
17. Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.
18. Creates an itemized list of necessary conditions for Borough facilities in order for events to occur including but not limited to: standards of cleanliness, organization, and layout.
19. Acts as liaison between Borough of Dormont and recreation focused boards and commissions such as, the Recreation Board and Community Affairs and Recreation committee.

20. Other duties as assigned by the Borough Manager.

PERIPHERAL DUTIES

1. Training of Borough volunteers and personnel in recreation program operation, park facilities, works systems and techniques.
2. Attends meetings and Borough functions as needed; serves on Borough committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience

(A) Minimum qualifications are a bachelor's degree in a field such as Parks and Recreation Administration, Public Administration, Facilities Management or a closely-related field and two years of experience in such administration or private sector management of a related activity; or, a high school degree with seven years of experience in such administration with two of those years in a leadership capacity.

2. Necessary Knowledge, Skills and Abilities

(A) Thorough knowledge of the principles and practices of modern recreation programs and parks; and, thorough knowledge of equipment and facilities required in a comprehensive park and recreation program.

(B) Strong written communication skills are necessary, with an emphasis on grammar/spelling excellence.

(C) Expert knowledge of social networking channels.

(D) Skill in operation of listed tools and equipment.

(E) Ability to effectively meet and interact with the public, staff, volunteers, vendors, and elected officials.

(F) Ability to write, read, and speak the English language fluently.

(G) Ability to locate, write, and obtain grants specific to Borough projects and departments

3. Special Requirements

(A) Must be a United States citizen.

(B) Must possess a current Pennsylvania driver's license.

(C) Possesses, or is able to acquire, and maintains necessary clearances and certifications, including but not limited to a criminal background check and child abuse clearances.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machines; telephone; mobile or portable radio; automobile; AV Equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor settings. Outdoor work is required in the inspection of various recreation or construction sites or public facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee will frequently work in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is moderate in the office; however, noise on construction sites can be loud depending upon the work being performed.

LIMITATIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Borough of Dormont and employee and is subject to change by the Borough as the needs of the Borough and requirements of the job change.

SELECTION GUIDELINES

Formal application or resume; rating of education and experience; oral interview and reference check; job related tests may be required.