

CONEJO RECREATION & PARK DISTRICT

Job Title: Reservations Coordinator

Division: Recreation & Community Services

Summary:

Under general supervision, coordinates and maintains the central reservations system for recreational facilities, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Coordinates, maintains, and schedules central reservations for recreation facilities including buildings, parks, fields, picnic areas, and mobile stage and equipment.
- Follows through on reservation process, processing payments, distributing documents, scheduling support personnel, and initiating refunds of deposits as appropriate.
- Interprets rules, availability and ordinances to the public on use of facilities.
- Accurately processes monetary transactions, including collecting fees and deposits, issuing receipts, handling credit card transactions, reconciling cash and receipts and preparing bank deposits.
- Submits and files liability insurance forms.

Other Duties and Responsibilities:

- May be required to drive District or personal vehicle to deliver materials or documents.
- Operates a variety of office machines, such as calculator, computer, copier, and fax.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

High school diploma or GED; plus two (2) years of increasingly responsible clerical experience with frequent public contact; computer skills; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as ordinances relating to public use of facilities, operating instructions and procedures manuals. Ability to communicate effectively in written and oral form. Ability to write routine reports and interact with the public.

Math Ability:

Ability to add, subtract, multiply and divide in all unit of measure, using whole numbers, common fractions, and decimals, and prepare bank forms.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Required Skills:

Proficient use of Microsoft Office Suite including Word and Excel; typing, customer service, problem solving and organizational skills.

Certificates and Licenses:

California Driver's License

Supervisory Responsibilities:

This position has no supervisory responsibilities, but may direct the activities of contract workers during peak periods.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is generally not exposed to hazardous work conditions. The noise level in the environment is moderate.

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. *

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 25 pounds. The vision requirements include close vision; peripheral vision and the ability to adjust focus.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Reservations Coordinator
JD3014 Rev 6/19

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.