



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*
DATE: November 9, 2015
SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, November 13th, at 8:00 a.m. The agenda for the meeting is as follows:

1. Presentation from Ann Lloyd, Clerk of the Frederick County/Winchester Juvenile & Domestic Relations Court & Debra Bull, Clerk of the Frederick County/Winchester General District Court.
2. Request for a new position from Jason Robertson, Director of Parks & Recreation.



COUNTY of FREDERICK

Parks and Recreation Department

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MEMO

To: Human Resource Committee
From: Jason Robertson, Director of Parks and Recreation
Subject: Recreation Technician Position
Date: November 6, 2015

The Parks and Recreation Commission recommended ten Recreation Technicians in its fiscal 2016 budget request. The revenue from the basicREC program and Camp basicREC offset all expenses for these programs including the Recreation Technician salaries and benefits. The tenth Recreation Technician position was not funded.

Last winter the Parks and Recreation Commission recommended and the Board of Supervisors funded a ninth Recreation Technician when the average daily attendance climbed to 453. The average daily attendance at basicREC is now at 517 as of November 2, 2015. This past summer full day camp basicREC attendance climbed 24% leading the department to prepare opening an additional summer location in 2016.

The Parks and Recreation Commission is recommending the tenth Recreation Technician with a starting salary of \$29,500 be filled at this time in order provide a quality experience to an increased number of children and effectively manage the additional summer location. Funding for this position in the current fiscal year will be provided by transfers, not requiring additional local funds.

Please call me at 722-8294 should you have any questions regarding the above.

County of Frederick, Virginia

Position Details

Position Title: Recreation Technician		Date Position Created:
Department: Parks and Recreation		Reports To: basicREC Manager
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 11/6/2015	Prepared By: Melissa Banks
Range: 3	Grade:	Salary: starting at \$29,500
G/L Line Item: 7104-1001-000-020;7104-1001-000-021;7104-1001-000-022;7104-1001-000-023;7104-1001-000-024;7104-1001-000-025;7104-1001-000-026;7104-1001-000-027;7104-1001-000-028;7104-1001-000-029		

Job Description

Job Purpose: Performs difficult technical and administrative work in planning, supervising, implementing and assisting in the direction of county-wide specialized recreation programs, weekly summer camps and related activities primarily targeted for elementary – middle school aged children. May exercise supervision over part-time staff, volunteers, and activity participants. Performs related duties as assigned.

Essential Functions

- Assists with the development, planning, implementation, and evaluation of recreation programs for assigned populations; engages in problem-solving activities as needed.
- Assists with activity organization, procurement of materials and supplies, recruitment of participants, preparation and distribution of promotional information, and securing community support;
- Assists with preparing and implementing budget recommendations for activities as assigned;
- Prepares and maintains program documentation as required by the Department;
- Assists with inventory management for the Division as needed;
- Produces activity reports and other reports and projects as needed

Job Requirements:

Education: Valid driver's license, Minimum age of 21 years, Community First Aid and Safety with CPR, Medication Administration Training / MAT Certified, Computer programs: Excel, Word, Outlook, ability to learn RecTrac

Experience: Any combination of education and experience equivalent to graduation from an accredited college with an associates degree in recreation, or a related field.

Knowledge/Skills:

Thorough knowledge and use of recreation principles and practices of professional recreation work. Thorough knowledge of various leisure needs of youth populations. Ability to provide leadership to various groups. Ability to act independently and make appropriate decisions. Ability to present ideas effectively both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, other government agencies, program participants and the general public and possess excellent telephone etiquette.

Working Conditions:

Physical Demands: Walking, talking, stooping, kneeling, bending, reaching and gripping. May be required on occasion to move up to 30 lbs.

Supervisory Responsibilities:	
Number of Employees Supervised: 4	Number of Subordinate Supervisors Reporting to Job: 0
Approvals:	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date: