

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revision to P&S Classification System
Date: March 4, 2002

Recommended Action:

Approve the P&S Classification of Recreation Utilization Coordinator in pay grade 3 (\$29,942 to \$43,413).

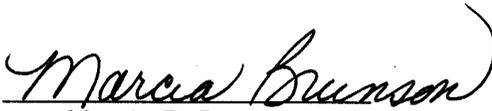
Executive Summary:

Required to operate new recreation facility The school is proposing the addition of the Recreation Utilization Coordinator in pay grade 3 to its P&S classification system.

The individual hired into this new classification will oversee scheduling of the newly constructed multipurpose recreation facility. In addition this individual will educate the public about the availability of the facility and procedures for use, participate in budget preparation, and assist in public relations activities.

The pay grade of the proposed classification has been established through application of the job evaluation instrument in compliance with the state law on comparable worth.

A copy of the classification description is attached.


 Marcia R. Brunson

Approved: 
 Gregory S. Nichols

IOWA SCHOOL FOR THE DEAF Recreation Utilization Coordinator

Basic Function and Responsibility:

- Plans, organizes, schedules, and manages the operations of a multi-purpose facility including gymnasium, pool, racquetball courts, wellness and weight rooms, and meeting facilities.

Characteristic Duties and Responsibilities:

1. Oversees scheduling of all recreation center activities; maintains a master schedule for multi-purpose building; maintains schedule for all events, classes, activities and outside requests for facility; receives and evaluates requests for space from departments, community groups, and individuals; works closely with Athletic Director and campus administrators to provide collaborative scheduling; communicates appropriately regarding scheduling needs, issues, and priorities related to facility operations; develops scheduling system to maintain accuracy and prevent scheduling problems; trouble shoots scheduling conflicts as necessary; and facilitates billing for pertinent groups and maintains like records.
2. Recruits, trains, and evaluates student support staff.
3. Educates the public about availability, procedures, and costs associated with building utilization. Manages public usage to ensure safe and clean atmosphere.
4. Works closely with Director of Facilities for building needs. Serves as a liaison regarding custodial, maintenance, and pool service needs.
5. Controls access to facility. Ensures access to unutilized areas is secure. Monitors usage of the facility to ensure appropriate usage is occurring. Takes appropriate steps to correct or eliminate problems.
6. Assists with budget preparation; plans and reviews budget needs. Handles daily cash receipts; monitors income from various activities; prepares deposits and gives to Business Office.
7. Maintains building inventory.
8. Maintains pool operations. Understands and follows laws and regulations governing pool usage, including lifeguard requirements. May need to hire and schedule lifeguards. Works with facilities department as needed to ensure proper pool maintenance is followed
9. Works with Outreach Coordinator for public relations activities.
10. May coordinate with campus administrators as well as regional and national organizations to establish special programs or camps.
11. Other duties as assigned

Supervision Received:

Direction is received from the Superintendent.

Supervision Exercised:

May supervise student employees.

Qualifications:

1. **Education:** Bachelor's degree required; Exercise Science or Recreation degree preferred.
2. **Experience:** Experience with recreational programming desirable.
3. **Other Special Requirements:**
 - A. Superior written and verbal communication skills
 - B. Strong organizational skills
 - C. Frequent participation in evening and weekend work-related activities.
 - D. Ability to use computers and programs such as spreadsheets to develop and maintain records, schedules, etc.
4. **Physical Requirements:** Must use a computer terminal and view a computer screen. Must communicate in person or by phone (frequently and sometimes for extended periods) to people on campus and throughout the community. Must be able to utilize a TTY and learn conversational sign language skills within the time frame established by the school's Sign Proficiency Program.

Salary and Benefits: P&S pay grade 3 \$29,942 - \$43,413; full benefits package.

Work Schedule: Full-time, year-round position.

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