

RESOLUTION NO. 90-22

A RESOLUTION OF THE CITY OF EL PASO DE ROBLES  
APPROVING PARKS FACILITIES COORDINATOR  
CLASSIFICATION WITH AUTHORIZATION FOR  
ONE PART-TIME POSITION

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of El Paso de Robles does hereby approve the classification of Parks Facilities Coordinator (Staff Assistant III - Part-time), attached hereto as Exhibit "A".

ADOPTED AND PASSED this 12th day of February, 1990 by the following vote:

AYES: Russell, Conway, Cousins and Martin  
NOES: None  
ABSENT: Reneau

  
\_\_\_\_\_  
Mayor Steven W. Martin

ATTEST:

  
\_\_\_\_\_  
City Clerk Jerry Bankston

IVC

EXHIBIT "A"  
to Resolution No. 90-22

CITY OF PASO ROBLES

January 1990

**PARK FACILITY COORDINATOR  
(Staff Assistant III)**

**DEFINITION:**

The position of Park Facility Coordinator is responsible for maintaining order and security in City-operated parks.

**DISTINGUISHING CHARACTERISTICS:**

Under supervision, this classification, Park Security performs general non-sworn law and ordinance enforcement duties in the City's parks and recreational facilities; provides information and assists the public; performs other work as required.

**EXAMPLES OF DUTIES**

- Patrols parks and recreational facilities in peak use times.
- Issues warnings that may lead to expulsion from City-owned areas.
- Assists with traffic and crowd control during special events or as needed.
- Monitors and reports behavior of possible trouble areas on City property.
- Protects property of the City, staff, and other patrons by regularly checking the parking lot, park walkways, and recreational areas.
- Utilizes appropriate intervention techniques in the area of ordinances and law infractions as directed by the City officials/police.
- Assists with suspension of persons responsible for infractions.
- Keeps records of enforcement/monitoring activities.
- Promotes public relations with visitors, patrons and community as it relates to park use.
- Assists with supervision of special events.
- Performs other duties as required.

## **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Crowd control
- City laws and ordinances
- Public relations techniques
- Record keeping techniques

Ability to:

- Keep accurate records
- Regulate crowd activity
- Relate to public in positive manner
- Respond to potentially hazardous activities

## **EDUCATION AND EXPERIENCE**

Any combination of training and experience which is likely to provide the required knowledge and abilities that would be acceptable for employment. A typical background would be:

### Education:

Equivalent to graduation from high school.

### Experience:

Preferred one year of experience in a position requiring extensive public contact including security.

STATE OF CALIFORNIA )  
COUNTY OF SAN LUIS OBISPO )ss.  
CITY OF EL PASO DE ROBLES )

I,.....Jerry Bankston....., City Clerk/~~Deputy City Clerk~~ of  
the City of El Paso de Robles, California, do hereby certify that  
the foregoing .....Resolution 90-22..... was duly and  
regularly adopted, passed and approved by the City Council of the  
City of El Paso de Robles, California, at a .....adjourned regular  
meeting  
of said City Council held at the regular meeting place thereof, on  
the .....12th..... day of February....., 19<sup>90</sup>.....,

by the following vote:

AYES:..... Russell, Conway, Cousins and Martin.....  
NOES:..... None.....  
ABSENT:..... Reneau.....  
ABSTAINED:..... None.....

Dated this.....12th..... day of.....February....., 19<sup>90</sup>.....

Jerry Bankston  
City Clerk and Ex-Officio Clerk of the  
City Council, City of El Paso de Robles,  
State of California