



City of Virginia Beach

VBgov.com

DEPARTMENT OF PARKS AND
RECREATION
(757)-385-1100
TDD 711

2154 LANDSTOWN ROAD
VIRGINIA BEACH, VA
23456

The City of Virginia Beach, Department of Parks & Recreation is looking for a dynamic individual to lead the department's human resources functions!

City Title: Administrative Services Coordinator
Working Title: Parks & Recreation Human Resources Coordinator
Requisition #: 37671
Starting Salary: A.12 / \$60,707.50 - \$94,096.63 DOQ
Application Deadline: August 11, 2022
Apply: vbgov.com/careers

Our Commitment

Virginia Beach Parks & Recreation (P&R) is dedicated to promoting healthy lifestyles and protecting our environment. We ensure all residents – regardless of their physical, social, and economic circumstances – can access our programs. As a department, we strive to enhance the quality of life for our community by improving the physical and mental well-being of our residents.

The **PARKS & RECREATION HUMAN RESOURCES COORDINATOR (Administrative Services Coordinator)** will support the department's ideal culture for all Parks & Recreation employees by maintaining the highest of standards in consistent application of administrative policies & procedures, confidentiality and supporter of career development activities. This role is centered on being an effective and poised communicator while leading and collaborating with many stakeholders.

Job duties and responsibilities include, but are not limited to:

- Managing the HR Bureau team charged with delivering department-wide HR/Payroll services as well as managing the employee experience for 1300+ fulltime and part-time employees in the areas of employee relations, policy implementation and interpretation, performance management, recruiting, college outreach, training, leadership/staff development, ADA accommodations, payroll, leave administration, FML, workers' compensation, return to work, pre-employment screening, HRIS data integrity and digital timekeeping.
- Facilitating individual, team and group meetings to evaluate projects, programs and initiatives for improvement, automation, and ROI for the organization. Present findings and proposed modifications to senior leaders within the department or City.
- Investigating complex and sensitive complaints of alleged workplace discrimination, harassment, and retaliation, plus other policy violations.
- Managing and administering the department's employee relations, discipline, and grievance programs. Coach supervisors on best practices for documentation of formal and informal conversations/meeting. Encourage collaboration between all parties to determine agreeable resolutions and boost

communication. Recommend the appropriate level of counseling or progressive discipline and revise all disciplinary documents.

- Providing strategic consultation to unit coordinators and department leaders. Increase HR compliance and operational efficiencies by recommending tailored interventions that incorporate City/department mission, vision, values, and ethical standards together with HR best practices. Conceptualize and implement organizational structure changes.
- Developing, managing, and administering department-wide policies and operating procedures. Interpret City-wide policies and administrative directives. Seek guidance from Central HR, Payroll, Occupational Health, City Attorney, and City Auditor as necessary.
- Designing and facilitating customized trainings that include easy to understand visual aids and detailed participant information sheets.

Like what you see? Keep reading!

The Perks!

Employees who are new to the Virginia Retirement System are eligible for:

- Hybrid Remote Work Schedule Upon Completion of Initial Training and Flexible Scheduling Options
- 11 Paid Holidays plus 3 Additional Personal Holidays
- 18 Days of Paid Time Off (PTO)
- Medical, Dental, Vision, and Prescription Coverage
- Legal and Identity Theft Protection
- Virginia Retirement System (VRS) Hybrid Retirement Plan & Basic Life Insurance
- Commonwealth of Virginia 457 Deferred Compensation Plan (COV 457)
- Hybrid 457 Cash Match
- Virginia Local Disability Program (VLDP) – Income Replacement (Short Term Disability, Long Term Disability, and Long-Term Care)
- Optional Life Insurance
- Wellness Programs
- Employee Assistance Program / Work-Life Services
- Paid Maternity/Paternity/Parental Care Leave

Experience The P&R FUN!

P&R manages 293 city park sites, more than 7,000 acres of parks and natural areas, seven community recreation centers, and the Princess Anne Athletic Complex. Each of the recreation centers center's amenities includes cutting-edge fitness equipment, an indoor pool, a double gymnasium, as well as youth/adult programs areas. We offer year-round recreational opportunities that include aquatic, fitness and outdoor programs, therapeutic recreation programs, inclusion services, senior programs, community events, and youth and adult sports leagues.

Parks & Recreation is the largest childcare provider in the city, operating before and after school programs, early-childhood programs, and day camps when school is out of session. P&R also provides landscape management and maintenance for municipal buildings, public schools, park sites, and designated roadways. High-profile park sites include Mount Trashmore, Little Island, Red Wing, Bayville Farms, and Munden Point.

Other attractions include a fishing pier; three dog parks; three skate parks; public tennis courts; athletic fields; pickleball and racquetball courts; disc golf courses; various canoe/kayak launches; and a 50-slip marina on the Lynnhaven Inlet.

The Employee Experience - Find out what our employees think about working for P&R...

"I love my job and coming to work every day. It's truly satisfying and rewarding to be making a difference in people's lives and serving the public in so many ways! Staff in P&R are top notch and make the job so much more fun and enjoyable." ~Shirley Deibler, Programming & Operations

"Working in sports management allows me to live out my passion for sports while getting paid. From athletic venue contract management to programming leagues for locals and attracting visitors from around the country to participate in tournaments, every day is a new, exciting adventure." ~Jane Jagodzinski, Programming & Operations

"Working at Virginia Beach Parks & Recreation, I have amazing co-workers, a great work-life balance, and the chance to connect with residents and provide access to things that enrich their lives!" ~Julie Braley, Business Systems

"Joining the P&R Team has been unequivocally a truly remarkable experience. I don't feel as if I'm defined by my role/title but rather the impact I can make—to my team and our community; my voice carries weight and is appreciated, valued, and respected." ~Tam Nguyen, Programming & Operations

"Our guests trust P&R as a place where they want to spend their leisure time and have fun. Very few jobs allow you to directly impact the quality of a person's life in such positive ways. From learning to swim, before and after school childcare programs, fitness, athletics, dog parks, special events, beaches, waterways and parks, we provide something for everyone. Knowing that I had a part in making someone's life better goes way beyond 'just doing a job'." ~Kevin Bennington, Park & Landscape Services

"Working for Parks & Recreation allows me to contribute to my community while working in a fun, exciting environment. Providing a fun, safe place for our citizens to play and stay healthy is a passion and there is no better place to experience it than Virginia Beach Recreation Centers." ~CJ Gajan, Programming and Operations

Official City Job Description:

https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Administrative_Service_Coordinator_03164.pdf

Working Conditions:

There is no working conditions statement available for this position at this time.

Minimum Requirements:

MINIMUM: Requires a bachelors degree in fields such as Human Resources, Public Administration, or Business Administration, or any combination of education (above the high school level) and experience equivalent to ten (10) years in fields utilizing the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or Citywide emergencies.

Additional Requirements:

DMV Transcript: Required
CDL: Not Required
DOT History: Not Required
CPS Check: Not Required
Physical: Not Required
Respirator: Not Required

Polygraph Review: Not Required
Psychological Screening: Not Required

Attachments Required:

Preferences:

In addition to the minimum requirements, the ideal candidate for this position will have experience listed in the preferences below. Candidates with the preferred experience should ensure the information is provided in the application.

*10 years of demonstrated experience managing human resources functions for large organizations

*5 years of experience assessing and implementing HR process improvements

*5 years of experience managing employee relations programs

*5 years of experience managing recruiting and hiring programs

*3 years of demonstrated experience overseeing complex payroll processes and managing an electronic timekeeping system

*SHRM, IPMA or HRCI Certification

Special Instructions:

This position is being advertised as a pool, and applications will be used to fill current vacancies and any other similar Administrative Services Coordinator positions that become available within six (6) months from the closing date of this posting.

This is an Alpha I position, which may require reporting to work during periods of emergency or inclement weather, regardless of the City's operational status.

- Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
- Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.
- Please provide a copy of any certifications or related professional licenses.

VRS Contribution: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

Drug Free Workplace: The City of Virginia Beach maintains a drug free workplace.