



Monterey Peninsula Regional Park District

SPECIAL USES COORDINATOR

DEFINITION

Under general supervision, plans, coordinates, and administers the Monterey Peninsula Regional Park District's (District) recreation special use permits, leases, and licenses for park facilities, open space areas, and recreational activities; reviews and processes permit applications, issues permits and licenses, collects fees, and ensures compliance with District policies, insurance requirements, and applicable laws; coordinates use schedules with operations, planning, and finance staff; provides customer service to the public, event organizers, and commercial users; maintains records and tracks revenue; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager or General Manager. Exercises no direct supervision over staff. May provide technical and functional direction to seasonal or administrative support staff.

CLASS CHARACTERISTICS

This is a specialized coordinator classification responsible for the day-to-day administration of the District's special use permit, lease, and licensing program for recreational activities. The position requires knowledge of public agency permitting processes, risk management, and customer service in a park and recreation setting. The incumbent works independently on routine permit processing while coordinating complex or high-impact uses with other departments to ensure public safety, resource protection, and revenue generation.

EXAMPLES OF TYPICAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives, reviews, and processes applications for special use permits, facility leases, event licenses, filming permits, commercial recreation activities, and other recreational uses of District parklands and facilities.
- Evaluates applications for completeness, compliance with District policies, insurance requirements, and environmental considerations; works cooperatively with the District Counsel, Planning & Conservation, Operations, and

Environmental Education program managers to evaluate environmental and recreational impacts of proposed special uses and incorporate legal and technical recommendations into permit conditions.

- Issues permits and licenses, collects fees and deposits, prepares agreements, and maintains accurate records of all transactions.
- Coordinates scheduling, site inspections, and logistical arrangements for approved special uses; ensures users comply with permit conditions, safety protocols, and restoration requirements.
- Serves as the primary point of contact for permit and lease applicants, providing information, guidance, and customer service.
- Tracks and reconciles permit and lease revenue; prepares monthly and annual reports on program activity and income.
- Maintains and updates the District's special use database, fee schedules, and online application system.
- Monitors changes in laws, regulations, and District policies affecting special uses and recommends updates to procedures.
- Assists the Finance Manager with property and fixed asset records related to leased facilities and assists the Administrative Services Manager with risk management and insurance verification for permitted activities.
- Participates in interdivisional meetings regarding capital projects, events, and resource management that involve special use permits or leases.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency use permitting, leasing, and licensing programs in a park and recreation setting.
- Applicable Federal, State, and local laws, regulations, and policies related to public land use, events, insurance, risk management, and fee collection.
- Customer service techniques and principles of effective public communication.
- Basic recordkeeping, database management, and revenue tracking practices.

- District park facilities, open space resources, and recreational programs.
- Modern office practices, including computer applications for permitting, scheduling, and reporting (Microsoft 365, permit software, etc.).

Ability to:

- Review, evaluate, and process special use permit, lease, Memorandum of Understanding, and license applications efficiently and accurately.
- Interpret and apply District policies, rules, and regulations in a fair and consistent manner.
- Coordinate effectively with multiple divisions (Administration, Planning and Conservation Management, Operations and Maintenance, Environmental Education and Community Outreach) to resolve scheduling, compliance, or risk issues.
- Provide high-level customer service and resolve inquiries or complaints tactfully.
- Maintain accurate records and prepare clear reports on permit activity and revenue.
- Organize and prioritize multiple projects and deadlines in a fast-paced environment.
- Communicate effectively, both orally and in writing.
- Establish, nurture, and maintain positive working relationships with District staff, permit holders, the public, and outside agencies.
- Use tact, initiative, and independent judgment within established guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the graduation from an accredited two-year college or university with coursework in parks and recreation administration, public administration, business, or a related field, and two (2) years of responsible experience in permit processing, facility leasing, special event coordination, or customer service in a public agency or park district setting.

Licenses and Certifications:

Possession of, or ability to obtain, and maintain, within six (6) months of beginning employment with the District, a valid California driver license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District park and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and park sites may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and in the field, with exposure to loud noise levels, inclement weather, road hazards, and allergens. Employees may interact with upset members of the public or permit applicants in interpreting and enforcing District policies and procedures.

EFFECTIVE: May 6, 2026

REVISED: N/A

FLSA: Non-Exempt