CHAPTER 3—ADMINISTRATION & PERSONNEL

EXISTING CONDITIONS:

Moon Township is classified as a Township of the Second Class. Under the Second Class Township Code authority, the municipality is governed by an elected body of three supervisors. However, Moon has, by voter referendum, elected two additional supervisors for a total governing body of five. The supervisors are granted executive and legislative authority and are responsible for the appointment of various advisory and authority boards. An appointed Township Manager is responsible for hiring township employees and providing the day to day administration of the municipality and its various departments. An Assistant Township Manager provides daily support to the Township Manager and has` supervisory responsibilities. An Organizational chart is found on page 3-7 of this chapter.

The township is divided into the following departments: Administration, Building Regulation/ Zoning Department, Fire, Police, Public Works, Parks and Recreation, and M.C.A T.V. It should be noted that the Public Works Department has two components of its responsibilities. The first is the Road Department which is responsible for the eighty miles of township roadways and, second, the Parks and Recreation Maintenance Department. The Parks and Recreation Maintenance Department within Public Works is responsible for all maintenance and improvements in the Township's parks, recreation, and open space areas. In addition to the township departments there are a variety of administrative boards and commissions. While the supervisors and township manager have the authority to oversee a variety of municipal services, only that which concerns parks and recreation will be discussed in this document.

Moon Township Ordinance Number 133 enacted the Moon Township Park and Recreation Advisory Board on May 7, 1963. The board consisted of seven (7) persons five (5) of which were appointed by the Township Supervisors and two (2) were appointed by the School District. Subsequently Ordinance Number 467 in 1997 updated the composition of the Park and Recreation Board to consist of five (5) persons all of whom are appointed by the Township Supervisors. Park and Recreation Board members serve terms of five (5) years or until their successors are appointed. The members are volunteers who serve, without pay, for terms that expire on a revolving basis. The board elects a Chairperson and Secretary to serve one (1) year along with any other officers as necessary.

As an Advisory Board, members are charged with the responsibility to recommend to the Township Supervisors various policies to meet the recreation needs of township residents. In addition, the board is to provide overall policy guidance concerning staffing needs, recreation program needs, financial needs, and future open space acquisition/development goals. An annual report to the township supervisors is to be prepared by the Park and Recreation Board, which provides an analysis of the recreational facilities and programs, and the overall cost-benefit relationship to the community.

Personnel

The Moon Township Parks and Recreation Department office is located in Moon Park and operates under the guidance of the Township Manager. From this location the current staff

conducts the administration of the townships recreation programs and facilities. Currently, the department has a staff of two full-time individuals, a Parks and Recreation Director and an Assistant Director, and one part-time Parks and Recreation Program Facilitator. A varying number of seasonal/program specialists provide paid and volunteer help throughout the year.

The Parks and Recreation Program Director is responsible for the administration, development, and planning of the township's recreation programs. The program director must ensure that programming encompasses all groups, ages and interest levels within the community in addition to developing and maintaining an adequate open space network, park and playground system, and necessary physical facilities to make the programs effective. In addition to these administrative and service responsibilities, the program director is an ex-officio member of the Parks and Recreation Board. The role of the program director also includes the charge to coordinate the township's recreation program with that of the Moon Area School District.

The Parks and Recreation Assistant Program Director provides overall support to the director and oversees much of the recreation services provided by the township.

The Parks and Recreation Program Facilitator is responsible for assisting with the functions at Moon Park including, rentals, programming and coordination. This part-time staff personnel also is responsible for promoting various recreation and athletic activities as directed by the Township Parks and Recreation Program Director and / or the Assistant Program Director.

As both programs and open space development continue to grow, the program director and assistant program director are spending a large amount of their time doing clerical tasks associated with the normal operation of a park and recreation office. Therefore, time needed for general administration, programs, future planning, problem solving, staff recruitment and marketing is minimized.

Personnel: Maintenance

The maintenance of all of Moon Township's parks and recreation facilities is handled through the Public Works Department.

The Public Works Supervisor oversees a parks maintenance staff, consisting of four full-time positions and three to four seasonal positions. One of the full-time positions is designated as the lead for parks maintenance. The maintenance staff is responsible for the following tasks:

- cutting grass
- pruning trees
- remodeling buildings (as needed)
- making signs
- building picnic tables
- painting
- general maintenance and mechanics
- plowing (parks, municipal building, public safety, and library)

- trail maintenance
- monthly inspections of the playgrounds, etc

The public works road crew will assist the parks staff on larger projects as needed. Almost all of the work done in the parks is completed in house, however certain aspects of the work, such as plumbing and electrical work, may be outsourced to contractors. Maintenance staff does not report to the Parks and Recreation Program Director. Although this is not considered to be the most effective and efficient method of handling facility and equipment maintenance for a municipal parks and recreation department, it appears to be working fairly well for the township. The parks are adequately maintained and the equipment is in fair condition.

Community Outreach and Inter-municipal Partnerships:

The Moon Area School District provides a valuable resource to the township in terms of social and recreational outlets. Although the school district and the township are not involved in a formal partnership, many of the school's facility are available for use by township residents for a fee. In addition, the school district offers summer technology programs for students and adults, a driver training program, Community College & Duquesne University Classes, a free Pass Key – Prescriptive computer program class, a free/reduced breakfast program is provided in all school buildings , and the Montour Run YMCA provides after school child care in all school buildings. In addition, interested parties may rent the school athletic fields and the elementary school gym for private use.

In 2001, Moon Township entered into an Agreement with the Moon Township Athletic Field Committee to formalize the use of township owned athletic fields. The agreement basically establishes a committee to oversee the planning and scheduling of athletic activities for the township owned fields. While the township retains overall maintenance and scheduling responsibility, the agreement indicates that the committee will be responsible for assisting with all field preparation and clean up of the fields and seating areas after each use.

Informal partnerships exist between Moon Township and the Moon Area Baseball Association, Moon Area Soccer Association, and Moon Area Softball League, all of which provide recreational outlets to local youth.

Volunteer Opportunities:

The Moon Township Parks and Recreation Department offers several volunteer opportunities that provide meaningful social interaction and a way for people to "give back" to their community. Interested parties can volunteer to assist with summer camp, winter camp, special events, athletic programs, and educational classes. The special event programming offers a unique way to get involved in annual one-day outreach programs targeted for the area youth. The Easter Bunny Trail activity and Earth Day are two where assistance is always welcome. The Parks and Recreation Department organizes volunteer activities to help with setting up the event, food preparation, event activities, crowd control, signing, and local advertisement and promotion. Other annual events are the Father's Day Fun Fair, Independence Day Celebration,

and Halloween Parade.

The Farmer's Market at Moon Park is a fun seasonal activity open from July to October. Volunteer help is needed with parking and distributing drinks.

Youth Basketball is a sports oriented volunteer opportunity for people who wish to work with children. The winter youth basketball league is designed for children in 3rd through 8th grade and help is needed with registration and draft, scorekeeping and referring, event set up, and advertising.

A more intensive and frequent volunteer opportunity is the Family Fun Night at Moon Park, which includes seasonal movies and concerts at ARL Amphitheater, where help is needed with setting up various venues, directing people to parking and seating areas, distributing concert information, preparing and distributing advertising to the community businesses and organizations, and general crowd control and security.

Marketing and Promotion:

The Parks and Recreation Department utilizes several methods to advertise their recreation programs and services. The department distributes an informational flyer through the Moon Area School District to students. The Parks and Recreation Department also provides an informational brochure on the Family Fun Night and other events along with rental costs for facilities and general staffing information. The brochure is mailed to each Moon Township resident and is followed by a postcard style reminder of the free concert series.

Residents and other interested parties can access the Moon Township website for additional information on recreational activities by logging on to http://www.moontwp.com. This website provides up-to-date information on local events, current activities and programs, rental fees, and the department staffing.

CHAPTER 3—ADMINISTRATION & PERSONNEL

ANALYSIS AND RECOMMENDATIONS:

Moon Township's Park and Recreation facilities are currently experiencing an increase in use due to the Township's population growth and expansion of facilities. As the director's programming efforts continue, the department will be in need of an administrative manual for staff to function in an efficient manner while keeping within the "policy parameters" developed by the Park and Recreation Advisory Board. The development of a park administrative manual should adhere to the department's Mission Statement, goals and objectives. The following is a listing of elements to be included in this manual:

- Township ordinance establishing a Parks and Recreation Advisory Board
- Park and Recreation Advisory Board bylaws
- Park and Recreation Mission Statement/Goals/Objectives
- Facility use / rental policy
- Programming policy to include non discrimination policy, fees and charges policy and non-resident use policy
- Organizational chart, job descriptions (full and part-time personnel), personnel benefit description, job evaluation instrument, hiring procedure, disciplinary procedures and in-service training staff procedures
- Procedures for financial expenditures and collection / receipting of program fees
- Public relations / marketing procedures

The development of this type of document will afford the Township Supervisors, Park and Recreation Advisory Board and the program director the ability to work together as a team, each knowing their respective roles and responsibilities. An administrative manual will delineate the policy-making role of the advisory board and the delegation of technical responsibilities to the director and full-time department staff.

Also to be considered is the development of policies for the current and future programming staff. Consideration should be given to provide the documentation in the form of a personnel manual. Information contained in this manual can be a combination of existing township written policies, verbal directives and the composing of policies where voids exist. This document should cover the following categories:

- General Job Responsibility
- Job Classification Plan
- Employment Classification (Full-time, Part-time, Seasonal, etc.)
- Employment Process including:
  - Application
  - Appointment
  - Probation
  - Evaluation / Ratings
  - Advancement
  - Disciplinary Action
  - Separation / Resignation

CHAPTER 3—ADMINISTRATION & PERSONNEL

- Work Schedules
- Benefits
- Employee Conduct
- Interdepartmental / Community Relationships

The addition of a secretarial position to the department should be considered. This would afford the program director and the assistant program director time that is necessary to complete their job requirements instead of doing routine clerical tasks. The following is a list of typical tasks performed by a recreation department secretary:

- Answer telephone and provide information to the public
- Typing of brochures / fliers / news releases
- General Filing
- Issuance of permits / facility scheduling
- Taking program registrations / develop rosters / communicate with participants and instructors
- Accounting for program fees and expenditures
- Overall record keeping

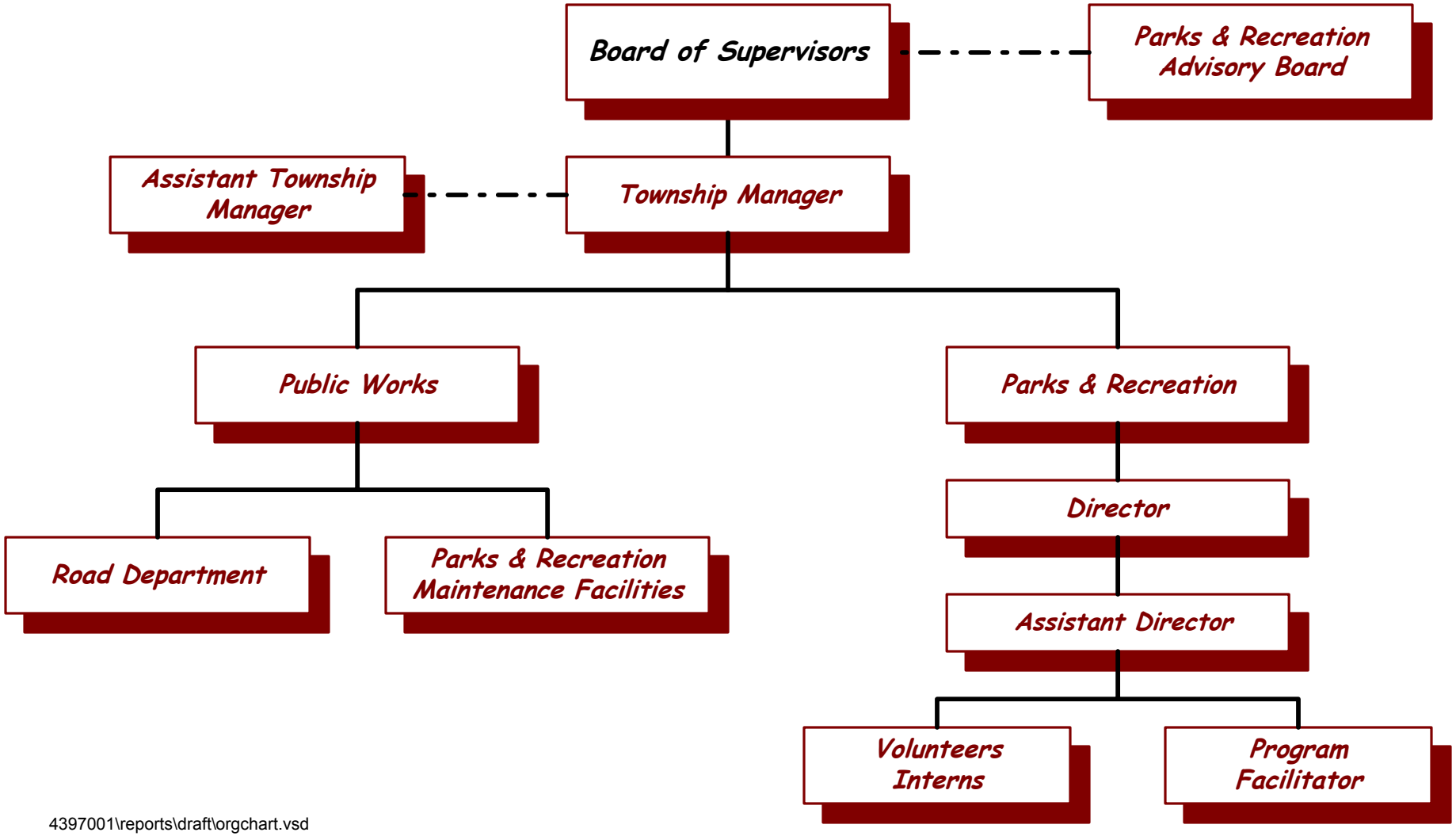
Another consideration is the need to recruit and hire instructional / supervisory staff, which would be responsible for present and future programs. As previously indicated, these individuals should be required to apply for positions through a formal application process with clearances as a requirement. The Park and Recreation Department is strongly encouraged to require the same clearances needed to be employed by the Moon Area School District. This will afford programming staff the compliance needed to utilize school district facilities and move a "step" closer towards a cooperative agreement.

Volunteer efforts should be increased for the parks and recreation department as well. Volunteer forms should be distributed at all of the department's events in order to increase the awareness of the need for volunteers. Another option the township should consider is forming volunteer organizations specific to each community park. There is a very good opportunity to form a "Friends of Olson Park" volunteer organization as this park is still in the beginning stages of development. This volunteer organization could provide assistance with the formation of the park (trails, etc.) as well as programming in the future.

Although the township does work informally with the school district on some programs, a more formal cooperative agreement is recommended between the township, Moon Area School District and Crescent Township, whose children attend Moon Area School District, to take full advantage of all the opportunities to provide increased programming due to increased facilities and decrease any duplication that may exist between the township's park and recreation department and the school district. Formalized agreements are recommended between the township and community groups utilizing township facilities. While some of these agreements exist they are not enforced and the parks and recreation department does not always know which of the facilities are being used. The Moon Township Administration should be responsible for the enforcement, and agreements should be terminated if the organizations are not complying with the terms of the agreements.

Moon Township

Comprehensive Parks & Recreation Plan
Organizational Chart



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