



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: PROGRAM COORDINATOR – Ice Arena

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills, and Abilities (KSA) Essential to perform this job	Degree of Importance
Knowledge of methods, principles, and standard practices of ice arena program management	ALWAYS
Knowledge of supervisory methods and techniques in planning, organizing, directing and supervising the functions of the Pueblo Ice Arena and related personnel	ALWAYS
Ability to provide lead direction and training to program staff	ALWAYS
Knowledge of rules and regulations of any governing agency that provides oversight to assigned programs	ALWAYS
Knowledge of methods and techniques of data collection	MAJOR
Knowledge of principles and practices of record keeping, business correspondence and report preparation	MAJOR
Knowledge of recent trends, current literature, and information related to assigned program area	MODERATE
Ability to operate modern office equipment including computers and supporting word processing programs and spreadsheet applications	MAJOR
Ability to establish and maintain effective working relationships with those contacted during work duties	ALWAYS
Ability to work successfully with and provide excellent customer service to supervisors, other City employees, the public, and other agencies outside organization	ALWAYS
Ability to recommend and implement goals and objectives for providing services	MODERATE
Ability to ensure program compliance with mandated City policies, procedures, rules, and regulations	ALWAYS
Ability to communicate clearly and concisely, both orally and in writing	ALWAYS
Ability to perform all job duties in a safe manner	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Steven Meier Title: Director/Parks & Recreation

Signature:  Date: 1.29.20

HR Representative: Shelby Angus Title: HR Analyst

Signature:  Date: 1/29/2020