

RECREATION FACILITY MANAGER II

NATURE OF WORK

This is professional supervisory and administrative work in planning and directing the management and maintenance of a City of large Mentor Recreational Facility and all associated activities and services. Work involves a variety of duties to efficiently manage an extensive year-round operation of the facility and ensuring the proper maintenance, improvement, and preservation of this capital asset. The operation of this facility involves extensive programming and staffing requirements.

Duties include the supervision of all facility personnel, the management of all programs, services, and events at the facility; and the efficient administration of facility operations all in accordance with City policy and procedures. Work is performed under the general direction of the Director of Parks and Recreation and is reviewed through conferences and reports.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Directs the development, planning, implementation, and scheduling of the City of Mentor recreational facility. Monitors the budget; institutes revenue-generating programs; is knowledgeable about specific grant opportunities; monitors financial operations including customer transactions; secures equipment and supplies.

Performs the full range of supervisory duties over subordinate staff, trains, supervises, and evaluates the performance of staff; recommends personnel actions.

Responsible for ensuring the safe, effective, and efficient work of the staff in accordance with standard practices and procedures.

Supervises and coordinates maintenance projects; estimates and requisitions materials, supplies, and equipment required.

Develops, reviews, analyzes, and evaluates the effectiveness of all programs and procedures; recommends changes and is actively engaged in all programming.

Prepares strategic plans for physical and programmatic expansion of the facility.

Conducts public relations programs to promote the use of the facility, meets with community groups to assess community needs and to secure guidance for programs.

Develops and coordinates the preparation of public information through press releases, social and electronic media, and publication of brochures regarding scheduled facility activities with the City Administration.

Develops and schedules the use of the facility by individuals and groups in conjunction with special events and programming.

Responsible for ensuring that all facility equipment is in working condition.

Responsible for ensuring the facility and grounds are in a safe, clean, and attractive condition.

Responds to emergency situations.

Supervises scheduled use of the facility, which may require hours to be worked on weekends or holidays and other than normal work hours.

Provides effective and efficient customer services. Meets with citizens and community groups, responds to inquiries, investigates, and resolves complaints, attends meetings and seminars. Promotes and maintains responsive community relations.

Performs related duties as assigned.

REQUIREMENTS OF WORK

Ability to properly manage a revenue-producing facility.

Knowledge of the principles and practices of personnel and business management.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective working relationships with outside agencies, contractors, other departments, subordinates, users of the facility, and the public.

Ability to keep records and prepare reports.

Possession of a valid Ohio driver's license.

Graduation from a four-year college or university is preferred, with major course work in parks and recreation administration, business administration, or related field; leadership experience in community recreation programs; or any equivalent combination of training, education, and experience which provides the ability to manage all aspects and responsibilities of the assigned City of Mentor recreational facility.

PHYSICAL DEMANDS

Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.