

**RECREATION FACILITY MANAGER I**  
Wildwood Cultural Center Manager

**NATURE OF WORK**

This is professional supervisory and administrative work in planning and directing the management and maintenance of a City of Mentor Recreational Facility and all associated activities and services. Work involves a variety of duties to generally manage the operation of the facility and ensure the proper maintenance, improvement, and preservation of this capital asset. The operation of this facility involves moderate programming and moderate 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's 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.

Responsible to provide the Human Resources office with immediate notice of a work-related injury if one should occur. Ensure that all required city and Ohio Bureau of Workers' Compensation documentation is completed by the injured worker and is provided to the Human Resource office. Initiates a prompt investigation into the cause of the injury and takes appropriate action to prevent future injuries.

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.

#### **OTHER JOB FUNCTIONS**

Performs related duties as assigned.

#### **REQUIREMENTS OF WORK**

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.

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 general public.

Ability to keep records and prepare reports.

Possession of a valid Ohio driver's license.

**Facility-specific requirements of work:**

**Wildwood Cultural Center Recreation Facility Manager I**

- Thorough knowledge of the principles and methods of recreation program planning, development, scheduling, and evaluation.
- Possess or develop an understanding of cultural development, historical preservation, and heritage.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee may work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

7/2022

Pay Grade 25

FLSA Classification: Exempt