

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Assistant Supervisor, Community Center	GRADE:	00
DEPARTMENT:	Recreation Services	JOB NO:	9320
DIVISION:	Community Center	DATE:	6/13/2010
REPORTS TO:	Recreation or Community Center Supervisor	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 520 & 521

REPLACES: Assistant Supervisor, Community Center

DATE: 5/30/2007

JOB SUMMARY STATEMENT:

Supervises community center building and assists patrons with use of facilities. Assists with opening and closing of facility and supervision of staff.

DUTIES AND RESPONSIBILITIES:

1. Supervises community center building and assists patrons in the use of the community center.
2. Assists the Community Center Supervisor in the supervision and training of community center attendants.
3. Coordinates with Community Center Supervisor on set-up of facilities for recreational purposes.
4. Assists in the Leisure Services front office and Control Desk during times of heavy usage, and as needed.
5. Assist Building Maintenance staff with small tasks and communicate with building maintenance on building repair needs.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. One to two years college level courses preferred.
Must be at least 18 years of age.

EXPERIENCE:

Two years working in a fast paced, customer service environment and working with a diverse group of people.

SKILLS:

1. Attention to detail
2. Oral and written communication skills.
3. Basic math skills
4. Human relations/interpersonal skills
5. Supervisory skills
6. Time management skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Alpha and numeric recognition
7. Ability to work in environment with many distractions and interruptions.
8. Ability to access situation and make recommendations.
9. Carry out assignments through oral and written instructions.
10. Ability to learn and understand PC software applications

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push, lift, and pull
2. Ability to make and receive phone calls.
3. Hand and eye coordination adequate to input computer and typewriter.
4. Ability to operate office equipment such as copy machine, calculator, fax machine, typewriter and personal computer.
5. Ability to operate hand and/or power tools such as, screw drivers, hammers and powered wrench
6. Ability to operate fitness equipment
7. Ability to lift 30 pounds and transport 20 feet.
8. Excessive standing and walking
9. Ability to push/pull up to 30 lbs.
10. Ability to distinguish colors.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.