

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Manager, Community Centers	BAND/LEVEL:	MGT II
DEPARTMENT:	Recreation Services	JOB NO:	2745
DIVISION:	Community Center	DATE:	07/28/2017
REPORTS TO:	Assistant Director, Recreation	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-Time	COST CENTER:	521
REPLACES:	Manager, Community Center	LAST REVISED DATE:	02/01/2016

JOB SUMMARY STATEMENT:

Performs administrative and supervisory work in the management and operation of both Community Centers. Offering varied recreational services and programs to the public. Responsible for facility management and scheduling; coordinating programs and services; preparing annual budget; and hiring, training, and supervising staff. Participates in incident management as required.

DUTIES AND RESPONSIBILITIES:

1. Manages and coordinates the daily operation of the Community Centers to include maintaining the physical environment of the center.
2. Develops, coordinates and implements a comprehensive program of recreation, social and human services based upon identified needs of the community.
3. Supervises full-time, part-time and temporary personnel. Recruits, trains, observes, and evaluates staff. Responsible for overall leadership climate and employee performance.
4. Monitors the registration and reservation program. Evaluates activities through observation and direct contact with participants as well as by written and electronic surveys.
5. Coordinates scheduling, setup and supervision of all facility rentals and special events. Maintains up-to-date inventory of available equipment and supplies.
6. Prepares and monitors the annual operating budget for the Centers. Maintains participation statistics for the purpose supporting long range planning and budgeting. Responsible for daily deposits; prepares revenue/expense reports to track expenditures and income; establishes fees and charges to meet revenue goals; and reports on activities and services.
7. Collaborates with facility maintenance staff to assure proper cleaning, maintenance and safety at the Community Centers. Maintains supply and equipment inventories.
8. Develops and implements policies and procedures for consistent operations of both Community Centers.
9. Coordinates periodic safety inspection of community center, which includes all equipment and supplies related to area of responsibility.
10. Promotes public relations through community and private sector contacts, marketing efforts, and personal contact with Center users in order to determine the needs of the community. Represents the Community Center at community meetings and civic organization events.

11. Required to participate and manage facilities in accordance with the City's Emergency Operations Policy.
12. 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.
13. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Recreation Administration or a related field, or an equivalent combination of education and experience.
- Master's degree in Public or Recreation Administration preferred.
- Possession of an appropriate valid driver's license.
- Must maintain an insurable driving record.
- Possession of or ability to obtain and maintain a certification in CPR and First Aid Certifications within six months from date of hire.

EXPERIENCE:

- Five years' experience working in public recreation with two years supervising the operation of a community center.

SKILLS:

1. Analytical skills
2. Attention to detail
3. Basic mathematical and accounting skills
4. Budget-related skills
5. Must have a working knowledge of Google and or Microsoft-based word-processing, spreadsheet, presentation, and recreation software applications.
6. Considerable knowledge of Federal, State and local laws governing fire, health, and safety standards.
7. Knowledge of necessary safety precautions to be used in public recreation programs and activities.
8. Leadership skills
9. Project management skills
10. Public speaking/presentation skills
11. Supervisory skills
12. Time management skills
13. Good written and oral communication 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. Ability to read and comprehend federal, state, and local policies and regulations
7. Ability to read and understand building plans and specifications
8. Ability to carry out assignment through oral and written instructions

9. Ability to work independently
10. Ability to work in a hectic environment with many interruptions
11. Ability to analyze and recommend possible solutions
12. Ability to learn and understand PC software applications
13. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend, stoop, push, lift, and pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to operate City vehicles
6. Hand and eye coordination adequate to input computer and typewriter
7. Expose to chemicals, fumes, sprays, and mists
8. Excessive standing and/or walking
9. Ability to lift 50 lbs. and transport 20ft.
10. Ability to push/pull up to 50 lbs.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct Full-time administrative and professional staff
- Part-time and temporary operations staff

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.