



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Assistant Manager, Community Centers	BAND/LEVEL:	MGT I
DEPARTMENT:	Recreation Services	JOB NO:	2747
DIVISION:	Community Center	DATE:	01/07/2019
REPORTS TO:	Manager, Community Center	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	521
REPLACES:	Supervisor, Recreation	LAST REVISED DATE:	02/01/2016

JOB SUMMARY STATEMENT: Oversees the day-to-day operations and support operations of the Community Center offering varied recreational services to the public. Enforces facility policies and procedures. Assists in developing preparing annual budget; and developing and implementing Community Center policies and procedures. Recruits, coordinates, trains and supervises part-time employees in assigned areas and vendors/suppliers for community centers and special events. Coordinates maintenance and renovations of community centers and grounds.

Oversees the replacement, purchase and contracts for community center fitness equipment. Supervises technicians in the care and maintenance of fitness equipment in community centers, fire stations, and police stations.

DUTIES AND RESPONSIBILITIES:

1. Develops, plans, organizes, implements, and evaluates a wide variety of recreational and community service programs and events. Areas of assignment include Youth and Adult Sports and Programs, Community Centers.
2. Supervises and monitors the day-to-day operations of assigned programs and events; including making site visits; handling complaints; implementing and interpreting policies and procedures; training, scheduling work and evaluating staff; and making hiring and disciplinary recommendations.
3. Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items.
4. Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation area.
5. May assist in budget preparation and preparing cost estimates for budget recommendations. Monitors budget expenditures; prepares purchase requisitions; orders supplies and materials.
6. Negotiates and administers contracts and agreements for vendors and services. Maintains contacts with neighborhood groups, schools, businesses, volunteers, other community groups and provides necessary coordination of services.
7. May maintain and oversee the online registration program. Oversees rental and registration activities and ensures accurate record keeping for program receipts.
8. May develop and coordinate the marketing communications for programs and events.
9. Performs other related duties as required.

10. 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.
11. 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:

- A Bachelor's degree in recreation administration or a related field; or an equivalent combination of education and experience. Possession of an appropriate valid driver's license required. 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:

- Two years of increasingly responsible community recreation program, operations administration, event management, or pool management experience. Supervisory experience preferred.

SKILLS:

- Good oral and written communication skills
- Organizational skills
- Basic math & accounting skills
- Good listening skills
- Attention to detail
- Working knowledge of windows-based presentation, spreadsheet and word-processing software applications
- Supervisory skills
- Time management skills
- Public speaking/presentation skills

MENTAL REQUIREMENTS:

- Ability to read and comprehend City policies and procedures
- Ability to exhibit diplomacy and judgement when dealing with City employees and the general public
- Ability to compose news and information articles
- Ability to train and guide others
- Ability to work in a hectic environment with many interruptions
- Ability to analyze complex problems and recommend possible solutions
- Ability to work independently
- Ability to learn and understand PC software applications
- Alpha and numeric recognition
- Ability to carry out assignments through oral and written instructions
- Ability to recognize and protect confidential information
- Ability to evaluate current programs, events, operations or tasks and find opportunities for improvement.

PHYSICAL REQUIREMENTS:

- Ability to reach, stand, bend, stoop, climb, push and pull
- Ability to make and receive phone calls
- Mobility to tour and visit community center and indoor/outdoor activities.
- Ability to lift to move and setup equipment required for programs.
- Ability to operate City vehicles and equipment
- Ability to lift 50 pounds and transport 20 feet
- Ability to push/pull up to 30 lbs.
- Alpha & numeric recognition
- Hand and eye coordination adequate to operate a office equipment

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct
 - Part-time (Part-time staff 90), contractual service providers

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.