

Job Title: Business Manager / Superintendent

Department: Parks and Recreation

Reports To: Director of Parks and Recreation

Grade: 23

Range: \$71,387 – \$103,512

Position Summary: Manages and directs the functions of the Powell Community Center including financial and reporting duties as required. Provides analytical, technical and administrative assistance and support to facility and supervisory staff; develops, prepares and presents reports, surveys and other administrative activities. Hires, supervises and trains subordinate department personnel. Coordinates, oversees and participates in department functions; assists with budget preparation and implementation. Work includes gathering information, statistical analysis and miscellaneous special projects.

Examples of Work (Essential Functions):

- Hires, trains, motivates, schedules and supervises full-time rental and membership coordinators and part-time entry desk, facility, child watch staff.
- Develops and analyzes pricing strategies and fees associated with membership and space allocation at the Powell Community Center.
- Develops, conducts and participates in training programs and necessary certification for division employees including safety and risk management.
- Coordinates, reviews and assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures; meets with team members to identify and resolve problems.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justification for equipment and staffing needs; monitors and controls departmental expenditures.
- Develops monthly reports for program and facility revenues and expenses.
- Assists the Director in long-range planning; develops and implements departmental goals, objectives, policies and procedures and establishes priorities.
- Establishes departmental policy and directs the Department's operations on fiscal matters including budget monitoring and control, purchase requests and payments and fixed asset acquisition and control.
- Assists the Director in communicating departmental policies and proposals to City officials, other agencies, and the general public; represents the Department in interpreting and explaining financial plans and documents to City officials, auditors, other agencies and the general public;
- Prepares periodic project status reports and administrative studies on organization and administrative procedures; carries out, follows through and achieves the goals and objectives for business plans and strategic plans for the department;
- Answers questions and provides information to the public; investigates concerns and recommends corrective action as necessary to resolve complaints.

- Participates in the department operations and CIP budget review; develops priorities and manages adopted budgets; oversees the effective processing of invoices and daily deposits within prescribed processes.
- Helps plan, market and set up special events involving the Powell Community Center and Mission as assigned by the Director.
- Directs customer service programs and evaluates performance of staff members, being sure to provide timely and actionable feedback.
- Maintains working knowledge of community center equipment and operations including maintenance and safety requirements, registration, membership and financial software.
- Responsible for department oversight in the absence of Director.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions):

- Collects and distributes employee applications. Assists with department hiring and disciplinary actions.

Certificate, License: Valid driver's license.

Required Education and/or Experience:

Four years related experience and/or training; or Bachelor's degree; or equivalent combination of education and experience. Education may include coursework in business administration, leisure services or related field. Must include supervisory experience.

Preferred Education and/or Experience:

Six years related experience in facility or recreation center management and/or recreation programming and leading/supervising diverse teams; or a Master's degree from a college or university; or an equivalent combination of education and experience.

Abilities, Knowledge, Skills:

- Ability to anticipate problems and impacts of decisions.
- Ability to reliably and predictably carry out instructions and directions furnished in written, oral or diagram form.
- Skill in calculating figures and amounts such as discounts, interest, ratios, proportions, and percentages.
- Ability to effectively present information, respond to questions and effectively interact with associates, clients, customers, managers, and the general public in sometimes stressful circumstances.
- Ability to establish and maintain effective working relationships with coworkers, general public, customers, contractors, vendors, public officials and City Council.
- Ability to perform a considerable volume of detailed recordkeeping tasks accurately and efficiently.
- Ability to research, evaluate, and prepare statistical, financial and demographic data for staff, City Council and the public.

- Ability to resolve practical problems and respond to unique situations while collaborating with coworkers.
- Ability to conduct analytical studies of significant administrative or operational issues and programs and prepares recommendations and/or practical solutions; evaluates proposed changes in policy or operational procedures for impact and consequences.
- Ability to write reports, business correspondence, and procedure manuals; comfortable presenting in large groups and answering questions on the spot.
- Ability to gather, organize and analyze data, maintain accurate records and prepare informative reports.
- Knowledge of department programs, policies, procedures and standards.
- Skill in learning and operating computers, facility equipment, sound and light systems; using registration and website software, Microsoft products, web-based programs,

Supervision: Responsible for the overall direction, coordination, and evaluation of a department or function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising direct reports through coaching, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are normally quiet indoor spaces, not subject to adverse outdoor environmental conditions.

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

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds generally occurs. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data operation of machine.

SIGNATURE and APPROVAL

Employee

Date

Department Director

Date

City Administration

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.