

CITIZENS CENTER SUPERVISOR

Position Code: 2310

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Recreation

Approval Date: 2010

General Statement of Duties

Performs supervisory and coordination work in renting and maintaining the Town's Citizens Center.

Distinguishing Features of the Class

Employee in this class is responsible for coordinating and supervising the rental of space in the citizens center for a variety of business, citizen personal functions and community chorus and theater productions. Duties include supervising the work of an administrative program and building maintenance staff engaged in room scheduling, room arrangement and facilities' cleaning and part-time staff for night and weekend reception. Work includes preparing and recommending annual budget projects, accounting for and depositing fees collected and promoting the centers' services. Extensive public contact is involved in scheduling and coordinating use of the facilities, and tact and courtesy in dealing with angry or disruptive customers is required. Work is subject on occasion to moving mechanical equipment, and cleaning and pool chemicals. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated by review of records and reports, in conferences and by an appraisal of the general effectiveness of the centers' operations.

Duties and Responsibilities

Plans for daily, monthly, semi-annual and/or annual maintenance services to the facility; projects long range maintenance needs; meets and work with various community groups and organizations in the promotion of building use and planning for activities set-up with groups such as the community choral and theater groups; develops and recommends center operating policies.

Schedules the use of center facilities; resolves scheduling conflicts and may meet with parties involved; obtains information regarding the group's space, date and catering and equipment needs; issues rental agreement contracts; and approves ABC permits.

Recruits full-time as well as part-time staff for weekend and night coverage; trains staff in job duties, including safety procedures, coaches, monitors and evaluates and may initiate disciplinary action.

Prepares and maintains reservation and usage records and reports, fiscal and other regular and special reports; reports damages and losses; collects money and requisitions supplies and equipment necessary to operate the center.

Prepares and selects bids for contract services for the center including landscaping, pool filter maintenance, exterminating service, fire and copy machine maintenance.

Supervises the daily maintenance and security of the center facilities and equipment; inspects set-ups, building conditions and pool area daily; and assists with setting up rooms as necessary.

Advertises the center and meets with the Chamber of Commerce to coordinate space needs; gives speeches to clubs and tours of the center.

Makes daily inspection of the Senior Citizens Program swimming pool; records chemical and temperature levels; manually reads chemicals and adjusts chlorine and ph when necessary; maintains proper pool water level; and maintains pool records for the county health department.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of effective business practices and customer service orientation practices and approaches.

Working knowledge of basic bookkeeping and local government budget practices and techniques.

Working knowledge of a wide variety of community businesses and groups with need for meeting and other uses of this type of facility.

Working knowledge of facilities maintenance and required equipment and services.

Ability to supervise a small staff and center operations.

Ability to exercise good judgment and resolve conflicts.

Ability to express ideas clearly and concisely in oral and written forms.

Ability to maintain effective working relationships with employees, superiors, community leaders and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or 10 pounds of force frequently; and/or a negligible amount of force to move objects constantly.

Must possess the visual acuity to prepare and analyze data, extensive reading, visual inspections and using measuring devices.

Minimum Education and Experience

Bachelor's Degree in business or recreation administration from an accredited college or university and two to four years of related experience, including 1 year of supervisory experience; or an equivalent combination of training and experience.

Special Requirement

Possession of or ability to obtain a Certified Pool Operators License from the National Aquatics Society within three years of hire may be required.