

Center Programs Manager #4935

Description

THIS POSITION WILL CLOSE ON MARCH 24, 2016

Online applicants only. Apply online at <http://www.arlington-tx.gov/employment/career-opportunities/>

SALARY: \$5,526 - \$6,908 per month.

SUMMARY:

Under general direction this position plans, promotes, organizes and administers the operations of the City recreations centers and manages and evaluates the selection of programs offered by the recreation center.

ESSENTIAL FUNCTIONS:

1. Ability to plan, promote, organize and administer the operations of the City recreation centers, insuring consistency in operations, a safe environment, and high level of service; ability to manage and evaluate the selection of programs offered by the recreation centers including identifying any deficiencies in the programs being offered.
2. Ability to conduct regular on-site inspections of facilities for safety and appearance and review maintenance programs including maintenance of specialized equipment.
3. Ability to develop new and creative programs including off-site programs and plan for facility improvements to enhance revenue capabilities.
4. Ability to explain and promote recreation center programs to the public and maintain cooperative planning and working relationships with advisory councils, public and voluntary agencies.
5. Ability to select, develop and supervise recreation centers and personnel involved in the operation of the centers and schedule training and educational workshops required in developing subordinate personnel; ability to plan, prepare and administer annual budgets for six recreation centers.

OTHER FUNCTIONS:

6. Ability to work with publicity and marketing personnel in analyzing product, price, location of service and publicity efforts.

MINIMUM REQUIREMENTS:

A Bachelor's Degree in Parks and Recreation Administration, Business Administration, or closely related field, plus three years of progressively responsible experience relating to delivery of recreational services, including one year supervisory experience and revenue fund management. An equivalent combination of education and experience may be considered.

Must have a valid Texas Operator's License, Class C, with good driving record. Pre-employment testing includes criminal background check and a motor vehicle review (MVR).

This position also requires:

Knowledge of facility management and operations.

Knowledge of recreation center programs.

Knowledge of budget preparation, controlling expenses, and projecting revenues.

Knowledge of planning, organizing and evaluating recreation programs.

Skill in effectively supervising subordinate personnel.

Ability to maintain effective working relationships with employees, volunteers, business and professional groups.

Ability to direct, control, and plan operations involving the activities of others or processes with which others are involved.

Ability to perform mathematical calculations involving fractions and decimals.
Ability to work occasionally in an outdoor environment.