

**CITY OF ADA
JOB DESCRIPTION**

JOB TITLE: Community Center Manager

DEPARTMENT: Recreation

SALARY GRADE: 15.2

DATE APPROVED: December 13, 2012

GENERAL STATEMENT OF DUTIES:

Performs highly responsible professional work directing, promoting, planning, supervising, and evaluating the community center activities.

ACCOUNTABILITY:

Reports to: City Council
Community Center Committee

Coordinates with: Clerk/Treasurer

Supervises: Community Center employees

Directly Advises: City Council
Community Center Committee

RESPONSIBILITIES AND DUTIES:

Plans, budgets, organizes, and directs the activities of the Community Center.

Assists in the recruiting and interviewing of department personnel and makes recommendations for hiring personnel.

Prepares employee work schedules and monitors employee job performance.

Develop and implement short and long term programs for the community center.

Schedule all activities for community center.

Monitor electrical and mechanical systems, pool filtration and chemical control systems and all general building maintenance of the Dekko Community Center.

Oversees grounds maintenance of the community center.

Responsible for all pool maintenance.

Performs other duties and assumes other responsibilities as apparent or delegated.

QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Physical Education, Corporate and Community Fitness, Leisure Studies/Community Recreational Services or related field; or equivalent combination of education and experience. Business and/or Marketing experience helpful.

Knowledge, Skills, and Abilities:

Working knowledge of principles and practices in the field of recreation program administration and implementation.

Working knowledge of exercise equipment.

Working knowledge of preparing budgets.

Skill in planning, assigning, and coordinating the activities of subordinates.

Skill in preparing and presenting reports.

Skill in establishing and maintaining records, reports, and files.

Excellent oral and written communication skills, including skill in public presentation.

Ability to effectively review, implement, and coordinate different and varied programs.

Ability to establish and maintain effective working relations with others.

Promotes the City of Ada and all of its entities in a positive manner and promotes a culture of customer service between city employees and the citizens of the City.