

FACILITY SUPERVISOR 2119

LEISURE SERVICES

REPORTS TO: Leisure Services Division Administrator
FLSA STATUS: Exempt - Executive
CLASSIFICATION: Personnel System
PAY GRADE: 21

Purpose of Job

The purpose of this job is to manage the operations of assigned facilities owned by Athens-Clarke County Government under the jurisdiction of the Leisure Services Department. Duties and responsibilities include, but are not limited to, supervising and evaluating assigned staff, preparing and monitoring facility budget, managing facility programs and utilization, developing goals, and performing additional tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises and evaluates assigned facility staff and handles employee concerns, directs work assignments, counsels and disciplines employees when necessary, and performs employee performance appraisals.

Develops, directs, implements and evaluates programs, special events, activities and resources for the community; determines program content/schedules and allocates staff hours, supplies, equipment, space and other resources.

Supervises the daily operations, maintenance and use of the facility by staff, public, and other community institutions and handles all related complaints and problems.

Prepares reports on facility usage, program/facility costs and participation in conjunction with the Program Analyst; develops basic methods for tracking programs participants and costs, gathers and inputs data, prepares findings for further analysis.

Prepares annual facility budget reports and monitors expenditures under current budget; directs and manages the collection of revenues and prepares revenue and facility rental reports.

Develops short and long range goals for the facility and plans daily workflow to meet goals.

Promotes general use of facility through advertising, public relations and marketing in conjunction with information services.

Inspects assigned facilities for safety and repairs.

Prepares proposals for grant and private funds and monitors grant expenditures.

Enforces policies at assigned facility and communicates/cooperates with local law enforcement agencies as necessary.

Performs other related duties as required.

When Assigned to Bishop Park

Coordinates and schedules the use of other department and community facilities to deliver athletic programs and services.

Coordinates all maintenance and security needs for the facility and programs.

Assists with the management of swimming pool operations and works with the Aquatics Coordinator to train both regular and seasonal staff in aquatic operations and programs.

When Assigned to Broad Acres, Rock Springs, and Park View Community Centers

Responsible for developing, directing, implementing programs at all three locations.

Manages the senior citizen, children and youth programs offered at the facilities.

Assists with budget preparation, applies for and monitors alternative funding sources, grants and sponsorships to ensure the programs are funded and successful.

Oversees the management of the swimming pool operations, works with the Aquatics Director to train both regular and seasonal staff in aquatics operations and programs.

Assists with coordination of renovations of the facilities.

Assists with the development of goals for the revitalization of Rock Springs Park and addresses the demands of the community in this regard.

When Assigned to Community Centers (East Athens and Lay Park)

Assists with the management of swimming pool operations and works with the Aquatics Coordinator to train both regular and seasonal staff in aquatic operations and programs.

Coordinates and schedules the use of the facility by other divisions, departments and community organizations.

Manages the rental of facilities and coordinates customers' needs.

When Assigned to Lyndon House

Serves as government liaison for the non-profit organization Lyndon House Arts Foundation, Inc.

Organizes and implements fund development practices and procedures for the purposes of enhancing fund development in partnership with the Lyndon House Arts Foundation.

Manages operations of a historic house museum, visual arts center and library resource center, and researches policies and practices of other comparable facilities.

Serves on community committees to facilitate arts development.

Manages the rental of facilities and schedules the use of the facility by other divisions, departments and community organizations.

When Assigned to Memorial Park

Assists with the management of swimming pool operations and works with the Aquatics Coordinator to train both

regular and seasonal staff in aquatic operations and programs.

Works with the Environmental Protection Agency, U.S. Fish and Wildlife Service and other state and federal agencies in the area of fresh water management and stays abreast of policies, practices and trends in natural resource management.

Supervises and assists in the maintenance and care of wildlife used in educational programs and public viewing; reviews medical care procedures, standards and practices and applies or assists with medical treatment where appropriate.

Supervises the administration of state and federal permits as they pertain to exhibiting and rehabilitating wildlife, threatened/endangered species and scientific collection and works with appropriate state and federal agencies to assure compliance.

Manages the rental of facilities and schedules the use of the facility by other divisions, departments and community organizations.

When Assigned to Morton Theatre

Serves as government liaison for the non-profit organization Morton Theatre Corporation including providing MTC with information and technical and professional assistance.

Solicits and secures presenters to perform in the facility while assessing and providing for their needs for support related to technical and front-of-house services.

Monitors and assists in the operation of theater systems, including mechanical, electrical and production systems.

When Assigned to Sandy Creek Nature Center

Manages the operations of a library resource center and a gift shop, including staffing, purchase of supplies, inventory maintenance and financial records.

Assists Division Administrator with providing information and technical and professional assistance to the non-profit Sandy Creek Nature Center, Inc. by helping with the preparation, analysis, evaluation and monitoring of expenditures from the non-profit budget.

Supervises and assists in the maintenance and care of wildlife used in educational programs and public viewing; reviews medical care procedures, standards and practices and applies or assists with medical treatment where appropriate.

Supervises the administration of state and federal permits as they pertain to exhibiting and rehabilitating wildlife, threatened/endangered species and scientific collection and works with appropriate state and federal agencies to assure compliance.

When Assigned to Sandy Creek Park

Manages concession and equipment rental operations including the purchase of supplies, preparation of reports and maintenance of financial records.

Works with the Environmental Protection Agency, U.S. Fish and Wildlife Service and other state and federal agencies in the area of fresh water management and stays abreast of policies, practices and trends in natural resource management.

Manages the rental of multiple facilities and coordinates customer needs.

When Assigned to Dance Center

Supervise the administration and production of all dance mediums, practices and execution, teach dance in an educational setting.

Establishes policies & procedures to assure the successful operation of the Dance Center, programming and to assure safety of all participants.

Works with local, state and national dance organizations and serves as government liaison for non-profit support organizations and community committees to help facilitate dance program development and wellness through the use of dance.

Organizes and implements, grant writing, fund development practices and procedures for the purposes of enhancing fund development with support groups and other community partners.

Responsible for recruiting and training contract labor personnel.

Manages, promotes, maintains Dancewear Store, dancewear inventory and the rental program of the facility.

When Assigned to Greenway

Serves as staff liaison with the Greenway Commission and assists with Rails to Trails Committee.

Administers, coordinates and assists with administration/development of Greenway Master Planning efforts, including Greenway Network Plan and Greenway Parks.

Coordinates the development of and maintains materials posted in the Greenway's kiosks, as well as interpretive signs and educational exhibits.

Assists with grants including TE, HPP, and LWCF grants, as well as assisting with SPLOST projects.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of the Leisure Services Department as they pertain to the performance of duties relating to the position of Facility Supervisor. Knowledge of management and recreational practices, policies and procedures as necessary in the completion of daily responsibilities. Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knowledge of principles and practices of recreation administration, relevant laws, ordinances, policies and procedures, budgetary processes and procedures and the theory and principles of program development and implementation in recreation. Knowledge of first aid and CPR, departmental programs, community resources, supervisory practices, rules of a variety of sports and the techniques, equipment and supplies used in athletics and park maintenance. Ability to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to departmental operations and activities. Ability to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the position. Ability to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the Athens - Clarke County Government as they relate to the Leisure Services Department. Ability to develop and administer policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Ability to assemble information and make written reports and documents in a concise, clear and effective manner. Ability to use independent judgement and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Ability to comprehend, interpret, and apply regulations, procedures, and related information. Ability to handle required mathematical calculations.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in course of study related to occupational field with three years of related experience required; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for the job. Two years of supervisory experience is required. Must possess a valid driver's license.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a computer, typewriter, and calculator. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions.

LANGUAGE ABILITY: Requires the ability to read a variety of reports, forms and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare forms, reports, letters, memoranda, and miscellaneous documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques, to acquire and be able to expound on knowledge of topics related to primary occupation, and to make independent judgement in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including aviation and accounting terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, and to utilize and determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with automated office machines.

MOTOR COORDINATION: May require the ability to coordinate hands, fingers, and eyes accurately in using automated office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as a computer, typewriter, and calculator. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.