ASHEVILLE, NORTH CAROLINA

Classification Specification

Supervisor, Recreation Facility
Job Code: 5100
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to supervise the day-to-day operations and staff at an assigned recreation facility.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and Director, Parks and Recreations; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Assistant Director, Parks and Recreation and

Director, Parks and Recreation; and updates and maintains department standard operating procedure manuals.

Supervises and coordinates diversified recreation and sports programs for assigned recreation facility: schedules and implements classes, leagues, events, and programs; conducts marketing activities, such as the creation, publication, and distribution of flyers, brochures, emails, social media content, etc.; supervises and coordinates with contracted instructors, service providers, and vendors; supervises participants; and ensures compliance with policies, procedures, rules, and regulations.

Supervises facility and grounds use and maintenance: maintains master calendar; schedules facility rentals; prepares for scheduled events; conducts safety checks and inspections of facilities; prepares and submits work orders for maintenance and repair needs; and ensures compliance with local, state, and federal safety policies, procedures, rules, regulations, codes, and laws.

Performs routine accounting functions: receives, processes, and documents program fees and payments; prepares daily deposits; purchases and maintains inventories of equipment and supplies; and assists in monitoring revenues and expenditures to ensure compliance with approved budget.

Performs general customer service and administrative duties as required: greets visitors; provides information regarding facility programs, fees, forms, etc.; receives and responds to inquiries, concerns, and complaints of citizens regarding facility programs, policies and/or personnel; and maintains program enrollments, updates, and reporting.

Communicates with supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, checks, attendance records, payment forms, program reports, contracts, agreements, facility calendar, employee performance appraisals, meeting agendas and minutes, budget and financial records and documentation, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates general office or other equipment as necessary; and operates audiovisual and sound equipment, sports equipment, maintenance equipment, scoreboards, or other equipment to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in recreation and sports programming or a related field; supplemented by two years of experience in implementing recreation and sports programs, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.