

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MUNICIPAL SERVICES COMMUNITY MANAGER

Department: MSTU
Pay Grade: 113
FLSA Status: Exempt
Job Class: 1054
Risk Code: 9102

JOB SUMMARY

Responsible for supporting the operations of Marion County MSTU/Assessments Department, which includes project management, investigations, problem-solving, and making recommendations on a variety of department projects and operational and administrative functions. Oversees the operations of the MSTU Community Centers.

ESSENTIAL JOB FUNCTIONS

- Works closely with the Maintenance Superintendents regarding the operation and maintenance of the Community Centers under direction of the MSTU Director.
- Supervises maintenance, recreation, volunteers, and vendors regarding the operation and maintenance of the Community Centers and MSTU facilities.
- Oversees and participates in the planning, marketing, development, and implementation of quality programming for the community center including membership sales and rental of the facilities.
- Assists the MSTU Director in the development of the annual budget and manages revenue and expenditures relating to facility operations, development of recreational programs.
- Assists in the development and implementation of division policies and procedures. Revises policy and procedure manuals and handbooks as required.
- Provides public information regarding community center activities through the preparation of effective materials while working with the Public Relations Office.
- Assists in personnel hiring processes. Posts open positions, scores applications, assists with interviews, prepares hiring memos, and processes Personnel Actions.
- Plans, coordinates, and executes special events. Related duties include coordinating staff and planning event logistics. Attends events to provide supervision and assistance.
- Coordinates activities between the various Community Centers and MSTU operations staff.
- Attends regular department status and training meetings and disseminates appropriate information to the Community Center staff.

- Solicits business support and sponsorships for programs and events. Coordinates and/or participates in fundraising activities for the Community Center.
- Coordinates with the Parks and Recreation Department regarding camps, programs and events.
- Evaluates programs and events for effectiveness and value to the recreation program.
- Compiles data and prepares required records for routine, statistical and/or technical reports.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing employees with on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and discipline; and planning, scheduling, and coordinating work operations.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Parks and Recreation Administration, Physical Education, Business Administration or related field or equivalent; and five (5) years related progressively responsible experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to read, analyze, and interpret common scientific and technical journals, project specifications, blueprints, diagrams, financial reports, and legal documents.
- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to the highly sensitive inquiries or complaints.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to develop plans, policies, specifications, programs continually.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Knowledge of research techniques, methods, and practices.
- Skills in organization and task prioritization.
- Ability to plan and organize work.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Ability to conduct research, analyze, and interpret findings, and prepare clear and concise reports.
- Ability to work independently on time sensitive complex issues.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk hear, and smell.

WORK ENVIRONMENT

Work is performed primarily in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.