

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, 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.*

### COMMUNITY CENTER SUPERVISOR

**Department:** MSTU  
**Pay Grade:** 111  
**FLSA Status:** Exempt  
**Job Class:** 1058  
**Risk Code:** 9015

#### JOB SUMMARY

Responsible for directing facility operations and development of recreational programs at a Community Center.

#### ESSENTIAL JOB FUNCTIONS

- Works closely with staff and vendors regarding the operation and maintenance of the Community Center under direction of the Community Manager.
- Supervises maintenance, recreation, volunteers, and vendors regarding the operation and maintenance of the Community Center and facilities.
- Participates in the planning, marketing, development, and implementation of quality programming for the community center including membership sales and rental of the facilities.
- Assists in the development of the annual budget and manages revenue and expenditures relating to facility operations, development of recreational programs. Prepares billing invoices, purchase requisitions, and check requests.
- Assists in the development and implementation of division policies and procedures.
- 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, score applications, assists with interviews, prepares hiring memo, and process Personnel Transmittals/Personnel Actions.
- Plans, coordinates, and executes special events. Related duties include coordinating staff and planning event logistics. Attends events to provide supervision and assistance.
- Solicits business support and sponsorships for programs and events. Coordinates and/or participates in fundraising activities for the Community Center.
- 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 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 directly and regularly supervising work of a relatively small number of employees, with occasional indirect supervision. Includes assigning, directing, evaluating, and reviewing the work of subordinate employees. Responsibilities include providing 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:**

High school diploma or equivalent; and five (5) years related progressively responsible experience in parks and recreation administration, physical education, or related field or equivalent.

#### **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.

- CPR/First Aid certification.
- Certified Pool/Spa Operator certification if applicable.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- 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 management, public groups, and/or boards.
- Ability to exercise some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.
- Ability to establish and maintain effective working relationships with subordinates and members of the general public.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to

- Ability to apply common sense understanding to carry out detailed, but uninvolved, written or oral instructions.
- Ability to develop plans, policies, specifications, programs continually.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to accomplish tasks.
- 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.***

