

PARKS AND RECREATION MANAGER JOB DESCRIPTION

SUMMARY

Develops, implements and oversees recreation activities and programming to provide active and passive recreation for City residents of all ages, including serving as manager of the John and Dede Howard Ice Arena (“Ice Arena”). Oversees, recruits, interviews and recommends hiring of contract and part-time recreation personnel to maintain programming. Actively participates in public relations, social media and other informational publications.

SUPERVISION RECEIVED

Work under the general supervision of the Director of Public Works.

SUPERVISION EXERCISED

Supervises full-time, temporary and/or seasonal employees associated with Ice Arena operations; may supervise other employees as assigned, especially as recreation programming is developed.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Researches, proposes, develops, plans, organizes, schedules, conducts and supervises recreation programs to meet identified community needs. Programs may be geared to a variety of intended participant ages and skill levels, and may include day camp, athletics, cultural arts, enrichment, and special events.
2. Recruits, interviews, selects, and recommends hire of part-time, seasonal, and/or contract personnel. Trains, schedules and recommends discipline of part-time, seasonal, and contract recreation program staff. Works closely with volunteers, officials, and coaches associated with the recreation programs.
3. Creates and maintains a system of reporting, interpreting, and publicizing activities and programs to area residents. Prepares materials, maintains records, and compiles evaluations and reports.
4. Assists in the preparation of the annual budget as related to the Ice Arena/recreation programming and oversees the expenditure of approved funds. Assists in the preparation of Requests for Proposals (RFP) for services related to the Ice Arena or recreation development.
5. Assists with, or coordinates the planning and organization of special community events, such as Movies in the Park and Dog Days at the Fountain.
6. Serves as staff point of contact with the Director of the Municipal Band regarding facilities and Public Works support.
7. Serves as coordinator for public special event requests, intaking requests, coordinating reviews with city departments, working with applicants, and placing requests on the City Commission agenda.

8. Works with the community to identify needs and preferences and recommends the number and kinds of recreational programs to be offered.
9. Direct the use of facilities and coordinate operations of the Ice Arena in a safe, efficient, and friendly manner in accordance with City policies. Help develop and work within the established budget.
10. Work with the Finance Department to prepare rental invoices for Ice Arena and park facilities.
11. Maintains inventory of supplies and equipment. Places orders and makes purchases according to established procedures and within budgetary guidelines. Develops specifications, or works with other employees to develop specifications, for significant purchases. Assists with contract oversight to ensure vendor compliance with specifications.
12. Research and recommend Ice Arena and recreation program rates, and work with other staff members to research and recommend other Park facility rates, for Parks Board recommendation and City Commission approval.
13. Oversee the operation and routine maintenance of Ice Arena facilities, including buildings, mechanical systems, restrooms, ice surfacing equipment, associated equipment, and the grounds, working with other city employees and contractors as appropriate. Coordinate with and cooperate with Maintenance Manager on major maintenance and replacement budgeting and activities.
14. Develop, implement, and maintain operating procedures to ensure that proper ice surfaces are provided, to promote the smooth operation of the facility, and to ensure that the facility remains clean, safe, attractive, and welcoming to the public. Inspect, clean, repair, or replace surfaces, equipment, and appurtenances as necessary.
15. Ensure proper accounting standards and safeguard all funds until deposited or delivered to City Finance Department.
16. Develop proposed Ice Arena schedules for Parks Board review and City Commission approval. Serve as liaison with hockey league organizers, skating instructors, and other organizations wishing to schedule blocks of time at the ice arena to make time available as best possible while preserving public open skating availability.
17. Provide on-site support of special programs and events, including special skate events and hockey.
18. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative, relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree in Recreation Management or a related field.

Three or more years in recreation programming or related field

A State of Michigan Vehicle Operators License.

First Aid and CPR certifications preferred.

Parks and Recreation Professional Certification desirable

Ice Technician Certification desirable.

Knowledge of proper procedures and practices of Ice Arena operations desirable knowledge of procedures, practices, materials and operation of equipment utilized in Ice Arena operations, maintenance, and repair preferred; ability to quickly learn these procedures.

Knowledge of public and employee safety practices to minimize the risk of injury and property damage.

Ability to make sound decisions on operational and employee issues.

Skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public.

Skill in making effective oral and written presentations.

Ability to regularly work variable hours, frequently including evenings, weekends, and holidays.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, climb, talk, hear, and use hands to finger, handle, or feel. The employee is occasionally required to stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly exposed to moving mechanical parts and/or heavy equipment and all types of outside weather conditions. The employee is exposed to flammable liquids, risks associated with fueling vehicles, fumes or airborne particles, and slick or slippery surfaces. The employee is occasionally exposed to toxic or caustic chemicals, grease and oil from equipment, sharp

or otherwise dangerous instruments or equipment, and vibration. The noise level in the work environment is usually quiet to moderate.

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