



## **Title: Community Facilities and Recreation Manager**

**FLSA STATUS:** Exempt from overtime under the Fair Labor Standards Act (FLSA).

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy Director – Parks, Recreation and Community Facilities and the Recreation and the Community Facilities Director.

Exercises direct supervision over full-time, part-time, temporary and/or seasonal non-benefitted employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent education and experience to meet the minimum requirements.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Five years minimum of previous supervisory experience is preferred.
- Membership in the Arizona Parks and Recreation Association is preferred.
- Membership in the National Recreation and Parks Association is preferred.
- Certified Parks and Recreation Professional preferred.
- Certification as Sports Field Manager is preferred.

### **JOB SUMMARY**

The purpose of this position is manage and oversee all aspects of the Sports Complex and Stadium and Rio Vista Recreation Center, including the youth sports, aquatics and other associated recreation programs under the purview of the Parks, Recreation and Community Facilities Department. Provides direction to the administration, operations, and maintenance of the aforementioned areas, as well as the associated facilities.

Administers and manages fiscal responsibilities, policies, programs, personnel, operations, facilities, and grounds maintenance for the division; develops and attains long range divisional strategic plans, goals, and objectives, and maintains performance standards; builds, nurtures, and maintains highly sensitive customer relations with high profile clients such as two Major League Baseball tenants and outside organizations.. Manages large complex projects which cross departmental lines and require special skills in dealing with City departments, community groups, and not-for-profit agency



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boards and executive staff; heavily involved in policy making. Integral in budgeting, design, development and construction of related capital improvement projects for the division. Provides highly complex support to the Deputy Director – Parks, Recreation and Community Facilities. Participates in and sits on boards and committees representing the interests of the City and the department; establishes community partnerships to enhance delivery of services.

### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages the Sports Facilities Division Operations and Facilities. Administers operating and maintenance budgets providing service for these unique properties; manages all Sports Facilities assets; creates and enforces Major League Baseball (MLB) standards, and City and department policies and regulations; develops and administers divisional policies and procedures; creates and fulfills strategic business plans and models; promotes Peoria tourism through grants, marketing, and professional contacts; develops funding proposals and negotiates highly complex agreements for facilities, equipment, and services; administers overall replacement and renovation programs; and manages overall facilities risk, liability, and security.
3	Administers and manages operations and maintenance at the Rio Vista Recreation Center, Sunrise Family Center and pools. Manages, implements and evaluates recreation programs and activities for citizens at the Peoria Sports Complex, Rio Vista Recreation Center, Sunrise Family Center, neighborhood parks and other City facilities; develops and manages department policies and procedures; manages and directs all marketing efforts; develops and implements business plans for facilities and recreation programs such as aquatics, youth sports, etc.
4	Fosters External Customer Relationships. Develops strategic partnerships with key contacts, community representatives, stakeholders, and businesses; determines best practices for operations and contract management; conducts extensive community outreach initiatives; represents the City at community and outside organization functions; resolves sensitive questions and concerns; communicates with and provides information to the public and media through correspondence, interviews, and telephone calls; continually evaluates key accounts and partnership contracts to ensure compliance and future opportunities;



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establishes key business contacts; collaborates with school district and non-profit organizations in making partnership programs happen; develops key corporate sponsors; ensure economic vitality of the P83 entertainment district; and directs a wide array of marketing and communication programs that enhance the image of the City locally, regionally, and nationally.

4 Administrative Functions. Determines and upholds, through strategic planning, the division's vision and mission statements; oversees performance measures for all program areas; conducts divisional staff meetings to disseminate information for review and revision of policies; controls budget and research for reporting to Director, City Commissions, Council, and MLB Teams; provides highly complex assistance to Parks, Recreation and Community Facilities Director and Deputy Director, as well as City Executive Management; develops, manages, and administers contracts, IGAs and agreements with state agencies, school district, vendors and contractors; reviews participants / tenants survey results for customer service and economic data; coordinates, monitors, and evaluates efficiencies and effectiveness of services provided; analyzes data and prepares and presents high level communications for Director, Council, Team Management, and / or outside organizations. Manages and administers PLAY Peoria, Inc., with the non-profit foundation board; manages and administers a volunteer program; surveys customers for input into programs and future projects.

5 Fiscal Responsibilities and Various Projects. Prepares, administers and monitors the approved annual budgets for several fund accounts; oversees overall fleet assets; manages Sports Complex revenues for Spring Training and Non-Spring Training goals; prepares, administers and monitors the annual budget, revenue and expenditures for Sports Facilities, Rio Vista Recreation Center, Aquatics and Youth Sports Programs; manages marketing and sponsorship directives and goals for divisions; develops capital improvement budgets; ensures capital projects are designed and constructed with ongoing operational and maintenance cost in mind; monitors and controls expenditures for all areas in Sports Facilities division, analyzes data, prepares reports,



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### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"						
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.						
Office		Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, calculator, smart phone, vehicle, maintenance equipment and related software.

### PROTECTIVE EQUIPMENT REQUIRED:

Hard hat.