

RECREATION FACILITY MANAGER

SALARY: \$16.17 to \$19.65 hourly

FINAL FILING DATE: We are accepting applications on a continuous basis. **PERS retired annuitants are not eligible to apply.**

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the temporary and part-time position of Recreation Facility Manager in the Parks, Recreation, & Libraries Department. The normal work schedule will include weekdays, evenings and weekends. While the current vacancy is for a 1,000 hour position, this recruitment may be used to fill 1,500 hour positions in the future.

The City of Roseville promotes a no smoking atmosphere.

THE CITY

The City of Roseville (COR) incorporates the following CORe Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

THE DEPARTMENT

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

DEFINITION

To perform a variety of duties related to the overall supervision and operations of a recreation facility or major program and its assigned temporary employees.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Oversee daily operations and events being held at assigned facility; ensure cleanliness of restrooms and public areas; report maintenance conditions affecting facility operation and security.
- Oversee the safe and proper operation of assigned facility; ensure facility rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control when warranted; refer escalated issues to assigned supervisor or proper authorities.
- Complete written reports and records as required; organize and monitor equipment inventory of assigned facility.
- Reconcile cash drawer and receipts, record and deposit money; sell items from gift shop and maintain inventory.

- Process registration, facility rentals and membership sales.
- Supervise assigned temporary staff; schedule, train and monitor staff relative to assigned facility duties; review timekeeping system of assigned staff for accuracy.
- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Conduct events and programs occurring at the facility in accordance with educational goals of the facility.
- Know, understand and communicate department programs and services.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreation programming, techniques and methodology.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Principles of supervision and training.
- Modern office equipment, methods, procedures, cash registers and computer hardware and software.
- Principles and techniques of first aid and CPR.
- Principles and practices of safety management.
- Report writing techniques.

Ability to:

- On a continuous basis, know and understand operations and observe safety rules; walk long distances; interpret, understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.
- Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 55 pounds or less.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Supervise, train and evaluate assigned temporary staff.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Learn to operate a computer as necessary to perform job duties.
- Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.
- Present quality programs to school groups, adults and other audiences.
- Work in an environment where multiple demands by clients and supervisor require quick decision making and multi-tasking skills.
- Understand and carry out written and oral directions.
- Maintain accurate and up-to-date records.
- Communicate tactfully with customers.
- Work outdoors in a variety of weather conditions.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Experience:

- One season of experience in a position assisting in facility, event management, recreation programs, customer service or a related field is desirable.

Training:

- Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate:

- Possession of a valid California driver's license by date of appointment.
- Possession of CPR and First Aid certificates within six months of hire.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

SUPPLEMENTAL QUESTIONNAIRE

1. Based on your previous work experience, describe a situation where you provided excellent customer service?
2. Give an example of when you have had to multi-task.
3. What is your availability?
4. Are you a current CalPERS member? A current CalPERS member is someone who has funds on deposit with CalPERS.
 - Yes
 - No

SELECTION PROCESS

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.