

CAIN CENTER DIRECTOR

Department: Cain Center
Reports to: City Manager
Hiring Range: \$32.89 - \$38.30 Hourly
FLSA Status: Exempt

JOB SUMMARY

Under general direction of the City Manager or his designee, the Cain Center Director oversees and manages daily operations of the Cain Center.

QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in Recreational Management, Parks Management or Business Management; and other related coursework and training that demonstrates a commitment to lifelong learning and practices in this profession. Five years of progressively responsible experience in managing a facility of similar size. Certification in pool operation (CPO) preferred.

Knowledge, Skills and Abilities:

- Knowledge of managing similar size municipal facilities.
- Knowledge of applicable laws, regulations, and codes pertaining to parks, recreation, and pool management.
- Knowledge of principles of budget development and administration.
- Knowledge of organization, administration and personnel management.
- Skill in developing and administering sound departmental policies.
- Skill in effective oral and written communication.
- Skill in conducting inspections of a large recreation and pool facility.
- Skill in planning, developing and implementing department procedures and objectives.
- Skill in effectively leading, supervising and delegating duties to assigned staff.
- Skill in resolving citizen complaints and concerns.
- Skill in establishing and maintaining effective working relationships.

ESSENTIAL JOB FUNCTIONS

Essential functions may include any of the following representative duties. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to

change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Administration

- Oversee daily operations, activities, programs and services of the Cain Center.
- Develop, plan and implement goals and objectives relating to department operations.
- Recommend and administer policies and procedures.
- Comply with all written department and City policies and procedures.
- Maintain department efficiency, effectiveness, and safety.
- Project additional funds needed for staffing, equipment, materials and supplies.
- Participate, oversee and manage the administration of the department budget, budget projections and justifications for the annual budget.
- Serve as a member of the City's management team; provide information and recommendations regarding operations.
- Develop strategic long range and short-range plans to determine goals and objectives for the department.
- Develop and maintain and comprehensive Capital Improvement Plan for the Cain Center.
- Participate in Parks Board Meetings.

Personnel

- Interact and consult with staff regarding overall management, staff motivation and morale.
- Initiate policy development and implementation providing direction and vision.
- Review and assign staff resources as needed to achieve objectives of programs and services while monitoring safety and personnel issues.
- Conduct problem solving sessions with other personnel for internal personnel issues, investigations, and coordination of services to best meet department and community needs.
- Coordinate selection, training and motivation of personnel and evaluate progress.
- Monitor employee performance objectives and review shift activities.
- Ensure department personnel receive training/continuing education as necessary and as the budget allows.
- Work with employees to correct deficiencies; implement discipline and termination procedures.
- Ensure bi-weekly payroll timesheets are processed accurately and efficiently for submission to Payroll.

Public Relations

- Respond to the complaints and requests for information.
- Represent the City in meetings with individuals, community groups, professional organizations, and leaders to determine needs and issues of the community.

Other Duties

- Prepares presentations, training, statistical analysis and management level reports as needed.
- Travels to attend meetings, conferences and training.
- Ensures required reports are submitted to regulatory entities.
- Performs other related duties as assigned by the City Manager.
- Regular and consistent attendance for the assigned work hours is essential.

PHYSICAL REQUIREMENTS

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May require standing, sitting, walking.
- May be subject to lifting, carrying, bending, reaching, kneeling, pulling, and crouching.
- Must be able to sit or stand for extended periods of time.

WORK ENVIRONMENT

- Must be able to work in outdoors and in an office setting.
- Must be able to work in stressful situations.
- May be exposed to varying conditions associated with providing recreational services.

OTHER ASPECTS OF THE JOB:

This position requires extensive knowledge of and experience pertaining to the operations and management of a large recreation and aquatics facility. Must have and maintain a valid Texas Driver's License. Must have and maintain a satisfactory driving record. Punctuality and regular attendance are required. Must satisfactorily complete a one-year probationary period.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hour, etc., should be directed to the immediate supervisor.