

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Community Center Supervisor		
<b>Job Code:</b>	PR1321	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Reviewed:</b>	07/06/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and coordinates Community Center program activities and operations within the Park and Recreation Department. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to senior management staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates and schedules the organization and operational activities of the Community Center and related recreational, educational or cultural programs. Develops, markets, implements and evaluates a variety of programs; and performs cost analysis and seeks funding for programs.
3. Participates in the development and implementation of goals, objectives, policies and priorities; and recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
6. Provides customer service. Responds to and resolves customer issues and needs; provides tours and orientations; promotes and sells memberships and programs; and provides information on community services and resources.
7. Oversees the maintenance of the community center and facility grounds; and monitors equipment for cleanliness and proper function.
8. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approve expenditures; and recommends adjustments as necessary.

9. Provides staff assistance to senior management personnel; participates on a variety of committees; and prepares and present staff reports and other correspondence as appropriate and necessary.
10. Coordinates community center activities with those of other divisions and outside agencies and organizations.
11. Develops marketing materials to promote community center programs and activities; updates website and social media; and collaborates with outside agencies and organizations concerning programming.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operational characteristics, services and activities of a community center.
  - Modern and complex principles and practices of recreational, education, and cultural programming.
  - Methods and techniques of report preparation.
  - Principles of municipal budget preparation and control.
  - Departmental and Human Resources policies and procedures.
  - Material Data Safety Sheets, equipment use and facility management.
  - Demographics and industry trends.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Computers and applicable software.
  - Customer service.
  - Marketing and promoting.
  - Organization and time management.
  - Event planning.
  - Grant writing.
  - Networking.
  - Negotiation.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Recommend and implement goals and objectives for providing effective community center services.
  - Interpret and explain City personnel policies and procedures.
  - Collect fees and handle cash.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Sports Management, Recreation, Business Administration or a related field and three years of responsible community center service or recreational programming experience, including one year of administrative and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **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.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.