

RECREATION FACILITY MANAGER II**NATURE OF WORK**

This is professional supervisory work with administrative responsibility in managing the operations of a multi-purpose or large recreation facility in a district or regional park. This classification is distinguished from the Facility Manager I position by the size and complexity of the operation and the requirement to apply more advanced management practices to ensure operational success.

An employee in this position is responsible for supervising the operation of a moderately-to-highly complex, multiple purpose recreation facility which may have the requirement of being self-supporting. Facilities managed by this employee may include campgrounds, water parks and recreation centers accompanied by athletic fields and gymnasiums. Emphasis is on planning and supervising the work of a large staff, preparing and monitoring a large budget, ensuring quality recreation programs, services, facilities and events and ensuring that the stated goals and objectives are achieved within the limits of allocated resources. The recreation facilities may have food/beverage operations for resale, on-site supervision of large contracts, or on-site supervision of a year-round, high volume, campground operation. Work is performed with considerable independence under the general supervision of an administrative superior and is reviewed through conferences, reports and observations.

EXAMPLES OF WORK

Plans, assigns, coordinates and supervises the work of recreation programming, safety services, facility maintenance and customer services staff and volunteers.

Issues counseling forms/disciplinary actions; handles employee complaints and grievances; recruits and recommends the hiring, termination and promotion of staff and volunteers; ensures that staff certifications are current and valid.

Supervises the planning, coordination, implementation and evaluation of recreation programs, specialty classes, events and/or facility rentals. Prepares program and event proposals, reviews evaluations and recommends changes to improve the quality of recreation programs and operations.

Prepares and monitors mid-to-large sized budgets; ensures that expenditures are in accordance with County and Departmental standards; supervises the collection and processing of revenues from recreation programs, admissions, facility permitting and/or special events.

Ensures the appropriate use of campgrounds and camp sites by the permit holders.

Conducts supervisory inspections to ensure that the safety and adequacy of facility maintenance and equipment meet Florida's Department of Health and Rehabilitative Services Chapter 64E-9 standards and/or industry, County and Departmental standards and expectations. Identifies deficiencies and initiates corrective actions.

RECREATION FACILITY MANAGER II - CONT'D**EXAMPLES OF WORK - CONT'D**

Prepares and maintains reports on program and operational quality, quantity and efficiency.

Orders equipment and supplies; maintains perpetual inventory on all assets.

Meets with organized groups, individuals or other individuals to provide information, assess needs and interests and further public relations for the recreation facility and the County.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the operational, safety and maintenance requirements of a multi-purpose, moderately-to highly complex public facility in a district or regional park.

Considerable knowledge of the basic laws, rules and regulations relating to the management of a publicly operated facility.

Knowledge of budget preparation and administration and generally accepted accounting principles.

Knowledge of research being conducted in the field of Leisure Services and of similar or complementary programs being offered by nearby Leisure Service agencies.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to plan, direct, supervise and evaluate the work of subordinate recreation programming, safety services, maintenance and customer service personnel in a manner conducive to optimum performance and high morale.

Ability to forecast and accommodate fluctuations in attendance, need, demand and diversity of program and facility offerings.

Ability to establish and maintain effective public relations.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Recreation, Leisure Services, or related discipline; three (3) years responsible experience in planning and directing recreation activities and/or managing public recreation facilities inclusive of considerable staff supervision; or any equivalent combination of related training and experience.