

COMMUNITY CENTERS ADMINISTRATOR

378

DEPARTMENT: Community Services/Parks and Facilities

NATURE OF WORK:

Performs advanced professional, supervisory, and administrative work in the management and operation of the James City/Williamsburg Community Center and the James River Community Center. Includes the supervision of staff, planning, and coordination of facility activities, coordination of building and grounds maintenance, and budget preparation and maintenance.

Work is performed under the general supervision of the Parks and Recreation Deputy Director during school hours, some daily operational coordination is provided by James River Elementary School Principal.

ESSENTIAL FUNCTIONS OF THE JOB:

Manages and supervises the daily operation of the Community Centers; maintains orderly operation through enforcement of policies, rules, and regulations.

Provides guidance and supervision to staff of the Community Centers; performs personnel actions such as employee selection, performance evaluations, and employee relations; provides ongoing training for all staff members.

Develops and maintains standards for facility use, safety and sanitation; plans and coordinates services and operational schedules for the Community Centers.

Works closely with James River Elementary School Principal, school staff, Parks Superintendent, Recreation Operation Coordinator (Community Facilities), and the Recreation and Youth Services Superintendent, as appropriate, to plan and schedule program activities, facility usage, and facility maintenance.

Ensures the maintenance, general care and safety of Community Centers' facilities and equipment; coordinates with School and County Facilities Management for building and ground maintenance services.

Reviews and analyzes Community Center operations including programs, effectiveness in patron services and use, and cost/revenue ratio.

Monitors collection and accounting of fees, charges, and disbursements; recommends amounts of fees and charges for Community Centers.

Prepares and maintains records of use and revenue for the Center; maintains, analyzes, and submits accurate financial, personnel, inventory, accident, building use, and other required records or reports.

Reviews and analyzes operations of the Community Centers including progress, effective in-patron services and use, and cost-revenue ratio.

Prepares, justifies, and submits budget recommendations for the operation of Division Community Centers.

Establishes and carries out standard and emergency operating procedures for the Community Centers.

Oversees inventory of all supplies and equipment for the Community Centers.

Establishes and negotiates yearly contract agreements with School and Head Start programs.

Acts as lead in negotiating any agreements or facility contracts related to outside use of the Centers.

Develops and implements recreational programs, special events, and seminars that are site-based.

Coordinates with outside contractors for yearly maintenance contracts on buildings and equipment.

Investigates public complaints involving operation of the Community Centers; coordinates timely response to customer complaints or inquiries; explains and interprets County policies and regulations as required.

Prepares special studies, investigations, and reports as required.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

WORK LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily at the James City/Williamsburg Community Center and the James River Community Center. Drives County vehicle to work locations; operates standard office equipment to include telephone, personal computer, copier, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern principles and practice of professional recreation work including the operation of a recreation facility.

Thorough knowledge of philosophy and objectives in the field of public recreation and leisure services.

Considerable knowledge of general principles of providing effective customer service.

Considerable knowledge of safety and liability management as it pertains to a recreation facility.

Knowledge of municipal budgetary processes, including budget development, justification, and administration.

Knowledge of accounting procedures.

Knowledge of revenue and fee-based operations.

Knowledge of computer applications.

Knowledge of swimming pool management systems and operation, including sanitation, maintenance, filtration, purification, and safety.

General knowledge of mechanical systems in recreation facilities.

Skill in supervising, directing, counseling, and planning effective utilization of the physical facilities and staff of a major recreation center.

Skill in prioritizing facility usage, budget and expenditures.

Skill in problem resolution.

Ability to supervise the implementation of varied recreation activities for all age groups and segments of the population.

Ability to provide guidance, training, and supervision to a diverse staff of paid and volunteer personnel.

Ability to establish, maintain, and expand effective working relationships with staff members, other County departments, outside agencies, and the public.

Ability to develop efficiency in patron use, revenue potential, and cost-effectiveness.

Ability to manage operation of complex facilities with minimal supervision.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Parks and Recreation Administration preferably from a National Recreation and Park Association accredited college or university or related field; and considerable experience in management of a recreation facility, some of which shall have been in a supervisory capacity; or any equivalent of combination of acceptable education and experience which provides the required knowledge, skills, and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess and maintain a current CPR certificate.

Must possess a valid Virginia driver' license and have an acceptable driving record based on James City County criteria.

Requires a post-offer drug test.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Community Centers Administrator
Department: Community Services

Position Number: 378
Division: Parks and Facilities

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and

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1. <u>Speaking/Talking:</u>
<input checked="" type="checkbox"/> Answering telephone, radio, or switchboard
<input checked="" type="checkbox"/> Communicating with County officials
<input checked="" type="checkbox"/> Communicating with general public
<input checked="" type="checkbox"/> Communicating with vendors
<input checked="" type="checkbox"/> Communicating with supervisors and/or with other employees
<input checked="" type="checkbox"/> Communicating with others _____

<input type="checkbox"/> Not essential to job function

2. <u>Hearing/Listening:</u>

<input checked="" type="checkbox"/> For communication with County officials, public, vendors, supervisors and/or other employees
<input type="checkbox"/> Not essential to job function
3. <u>Reading:</u> (ability to read and understand text)
<input checked="" type="checkbox"/> Essential to job function
<input type="checkbox"/> Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function

Not essential to job function

Explain:

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check () in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder

(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check () in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand									
Sit									
Walk									
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooing, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- Essential to job function: These characteristics are necessary (Check all that apply)
 Peripheral vision
 Night vision
 Focus (distinctness or clarity)
 Color perception (discriminate between colors)
 Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission

Standard

Automatic

Multi-Gears

Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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