

The City of Harrisonville, Missouri Job Description

Job Title:	Assistant Director	FLSA: Exempt
Department:	Parks and Recreation	
Reports To:	Parks and Recreation Director	Page 1 of 3

Serve as the day-to-day Operations Manager of the Community Center and department wide Assistant Director, including supervision of full-time & part-time Community Center & Recreations Services staff. Responsible for the marketing and business aspects of the department, including print and computer marketing/communications, bill paying, RecTrac operations, budget development and budget monitoring. Supervises, orientates, trains, schedules, plans, directs, and evaluates all positions supervised. Develops and implements operational manual as it relates to membership registration, program registration and user information. Develops facility safety manual and oversees safety training. Work is performed under the direction of the Parks and Recreation Director. Scheduled working hours will vary depending on building/department operations.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Directly supervises, manages and leads full-time and part-time community center staff.
2. Oversees, creates and manages all department wide marketing efforts, including print materials, press releases, department website, e-newsletter, social media as well as publications in traditional media outlets.
3. In collaboration with the Parks & Recreation Director, prepares, manages and monitors the department-wide budget consisting of three funds totaling an annual budget of nearly \$2M.
4. Acts as Department Director when the Parks and Recreation Director is not available.
5. Creates & updates monthly data statistical tracking devices in Excel to monitor department financials, utilities & membership retention and growth.
6. Prepares written reports and presents monthly to the 9-member Parks & Recreation Board, City Manager and Board of Alderman. Serves the Park Board by assisting with the preparation of the agenda, monthly memos and reports.
7. Develops and implements department operational & policy manuals as it relates to safety, expenditures, cash handling and collection policies and other procedures.
8. Provides tours and develops sales approaches to increase membership at the Community Center. Prepares and designs public relations, advertising and marketing materials.
9. Serves on various community groups and committees; conducts planning and informational meetings with internal and external customers, markets department programs, promotes community involvement to increase participation in parks and recreation services.

10. Maintains automated registration, rental, and point of sale programs for Community Center and Park facilities.
11. Manages community center records in accordance with city policies and procedures. Assists Parks & Recreation Director with grant writing and follow up procedures with grants.
12. Utilizes RecTrac software for financial, activity and membership tracking purposes.
13. Conducts surveys to ensure programs and activities meet community and members' needs.
14. Handles customer inquiries, including comment cards and delegates requested actions.
15. Schedules the Manager on Duty (MOD) weekly throughout the year.
16. Work schedule will require opening or closing community center and functioning as the weekend Manager on Duty as needed.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides information to the public, vendors, auditors, and City staff requiring explanation of center policies, rules, and/or procedures.
- Answers telephone and meets with customers as necessary.
- Prepares requisitions and maintains inventory of office equipment, parts and supplies.
- Assists with special events and programs, as needed.
- Resolves problems and disputes with Community Center members and participants in Parks and Recreation programs.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor Degree in Parks and Recreation Administration or a related field. An extensive knowledge of business and professional principles, with a minimum of 5 years directly related work experience. Ability to supervise, schedule and evaluate staff and activities along with the ability to execute and evaluate fitness and recreational programs, projects and services. Knowledge of computer systems and software applications (Microsoft Office Suite) related to work including database and spreadsheet applications, time entries, etc. Experience with RecTrac recreational software is essential as well as knowledge of financial systems such as InCode or other similar application. Exceptional interpersonal, oral and writing skills and the ability to interact positively with a diverse population. Must possess a valid driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to requests from others.

- Requires the ability to utilize a wide variety of reference and technical data and information such as financial reports, spreadsheets, regulations, payroll reports, payment records, collection reports, journal entries, balance sheets, invoices, billing statements, insurance forms, purchase orders, accounts payable reports, computer software operating manuals, accounting principles and correspondence.
- Requires an exceptional ability to communicate orally and in written correspondence to the Park Board and Board of Alderman.
- Requires demonstrable ability to provide first line supervision. Ability to persuade, convince, orientates and trains others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication, division calculate percentages, discounts, and decimals.
- Requires the ability to learn and apply formulas using database software and spreadsheets.

Judgment and Situational Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Requires the ability to exercise sound judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Physical Requirements

- Requires the ability to operate a variety of office equipment such as computer terminal, word processor, telephone, fax machine, calculator/adding machine, camera, cash register, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some combination of lifting, sitting, and carrying of objects weighing twenty-five pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

- Tasks are generally performed in safe and comfortable office surroundings. May experience exposure to adverse environmental conditions that include exposure to environmental factors such as temperature variations and extremes, violence, humidity, disease and/or dust.

Required Signatures Approval

City Administrator

Date