

COMMUNITY SERVICE FACILITIES SUPERVISOR

DEFINITION

To plan, organize and supervise the Yountville Community Hall, Community Swimming Pool and Community Center Facilities. In accordance with Town policies coordinates the promotion and marketing of Community Service Department facilities.

DISTINGUISHING CHARACTERISTICS

The Community Services Facilities Supervisor is responsible for overall scheduling, operating, and marketing of Community Services Facilities. Responsible for planning, budgeting, scheduling. Supervision of facility staff, events, programs, activities and leisure classes. The incumbent, within policy guidelines, exercises considerable discretion and independence in the operation of Community Service Department Facilities. The position differs from other recreation positions; Recreation Coordinator, Recreation Specialist, Recreation Assistant, Recreation Aides, Building Attendants and Pool Staff by having responsibility for overall program and facility supervision.

SUPERVISION RECEIVED/EXERCISED

The Community Services Director provides general supervision. Exercises direct supervision over Building Attendants, Aquatics Pool Managers, Lifeguards, Pool Attendants and Leisure Class Contract employees. Indirect supervision is exercised over maintenance staff of general Community Service Department Facilities maintenance.

ESSENTIAL DUTIES

Facility operations, maintenance and marketing of the Yountville Community Hall, Community Pool and Community Center including facility rentals, leisure classes, and aquatics programs. Select, train, supervise, and evaluate assigned staff. Handle contract administration, assuring compliance with insurance requirements, collection of fees and deposits and ensures timely payment of refunds. Works with the Community Hall Commission, Yountville Chamber of Commerce and maintenance staff to ensure facilities are clean, orderly and well maintained and to promote marketing. Maintains cleaning supply inventories and assists with equipment purchasing. Ensures that appropriate standards of operation and decorum and housekeeping of the facilities are carried out at all times. Work with other Town staff in developing policy recommendations for improving operation of the facilities and changes to facilities fee structure as appropriate. Establish and maintain positive relationships with individuals, businesses, community organizations, and school officials to assess that Community Services Department facilities programs are meeting the changing needs of the community. Respond to inquires or requests for service from interested community groups and citizens. Prepare and monitor the budget for assigned programs. Assist in development of short and long term planning. Enforce department policies regarding program operations. Attend various after hour meetings and community events. Perform related duties as assigned.

OTHER DUTIES

Provides leadership to assigned staff, and serve as Town's representative in addressing patron disciplinary or behavioral issues as related to program participation or facility use; assist in developing annual budget. Performs other related duties and responsibilities as required.

QUALIFICATIONS

Experience/Education/Training

Possess sufficient experience, education, and training to supervise the operation and use of Community Services Facilities. Supervise facility staff, events, program and activities. A typical way of obtaining the required qualification is to:

- Possess five to six years of increasingly responsible supervisory experience in implementing recreation activities and managing community facilities, and have the equivalency of two years of college education including some classes in marketing
- A Bachelor's degree is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License

A negative tuberculin test taken within the past two years may be required. Evidence of possession of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required within 90 days of appointment.

Knowledge/Ability

Possess general knowledge of safe facility operations, facility marketing rental and scheduling. General knowledge of including contract administration, insurance requirements and collection of fees and deposits; general building maintenance requirements; principles of supervision including hiring, training and evaluating part-time employees, volunteers, and contractors. assure an appropriate level of facility maintenance; make recommendations for modifications to fee structure; Communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with public groups, agencies, non-profit organizations, and others contacted in the course of the work; use computer and other office equipment.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities in Community Services Facilities and maintenance needs. Requires precision when writing and typing reports and other documents. The need to lift, carry and push tables, chairs and boxes weighing up to 40 pounds is also required. The incumbent must also be available to work irregular or extended hours, with constant interruptions and at times with impatient and irritated patrons.

As assigned and or required must be willing to work weekends and off shift hours.