



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### COMMUNITY FACILITIES SUPERVISOR/MANAGER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

#### DEFINITION

To plan, organize and supervise the management and utilization of Yountville Community Hall, Community Center, and other assigned Town Facilities. In accordance with Town policies coordinates the promotion and marketing of Parks and Recreation facilities and programming at facilities.

#### DISTINGUISHING CHARACTERISTICS

The Community Facilities Supervisor/Manager is responsible for planning, budgeting, scheduling and marketing off Town of Yountville facilities. Incumbent is responsible for supervision and scheduling of facility staff, events, programs, activities and activities. The incumbent, within policy guidelines, exercises considerable discretion and independence in the management of the operation of Parks and Recreation Facilities. The position differs from other recreation positions; Recreation Coordinators, Recreation Specialists, Recreation Assistants, and Building Attendants by having responsibility for overall program and facility supervision.

#### SUPERVISION RECEIVED/EXERCISED

The Parks and Recreation Director provides general supervision and Town Manager may provide indirect supervision. Community Facilities Supervisor/Manager exercises direct supervision over Building Attendants and Leisure Class Contract employees. Indirect supervision is exercised over maintenance staff of general department facilities maintenance, and may act as Parks and Recreation Director in his/her absence.

#### ESSENTIAL DUTIES

Facility operations, maintenance and marketing of the Yountville Community Hall, Community Center and other assigned Town Facilities including facility rentals, leisure classes, and 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. Work with maintenance staff and contractors to ensure facilities are clean, orderly and well maintained. Maintain cleaning supply inventories and assists with equipment purchasing. Ensure that appropriate standards of operation, 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 Parks and Recreation Department facilities programs are meeting the changing needs of the community. Respond to inquiries 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. Provide 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. Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

#### **Community Facilities Supervisor**

Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying: graduation from a four-year college or university with major coursework in recreation, leisure services, business, physical education or a related field and *two* years of professional experience which has included recreation program and facility planning/administration.

#### **Community Facilities Manager**

Graduation from a four-year college or university with major coursework in recreation, business, leisure services, physical education or a related field and *four* years of professional experience which has included recreation program and facility planning/administration. Master's degree in public or business administration or related field is desirable.

Note: Consistent with the Town's succession planning objectives and flexible staffing approach, incumbents in this position will be classified at the Supervisor level if they do not possess the formal four year college education and can progress to the Manager level by obtaining the related formal education or professional certification as applicable.

## **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.

**This position requires incumbent to go through Livescan fingerprint process.**

### **Knowledge/Ability**

Possess general knowledge of safe facility operations, facility marketing, rental and scheduling. General knowledge of 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 Town 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 able to work weekends and off shift hours.

Approval: Brad Raulston  
Town Manager

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