

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Warner Park Facility Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Parks Community Services Manager

Work Phone:

5. Department, Division & Section:

Parks Division

6. Work Address:

7. Hours/Week:

Start time: 8:00 AM End time: 4:30 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible managerial and administrative work in planning, organizing, directing and controlling the overall operations, programs, service delivery, and staff of the Warner Park Community Recreation Center (WPCRC). The work involves developing and implementing Center policies and procedures; serving as a link to the community, the Warner Parks Community Recreation Center Advisory Board, the Parks Division, and related tenant organizations. Work also involves overseeing and performing budgeting, marketing, data collection, and reporting functions for the Center. Work is performed under the general direction of the Parks Community Services Manager, with review through conferences, reports, and periodic evaluation of results for compliance with established goals and objectives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Plan, organize, and administer recreational programs, special events and facility rentals to best meet community needs and interests.
1. Develop and implement the goals, objectives, policies, and procedures for the Center.

2. Develop a long-range management plan for the Center which includes the integration of external agencies.
 3. Develop evaluation processes to monitor the efficiency and effectiveness of the operations and programs.
 4. Represent the Parks Division in relationships with tenant service organizations (e.g., Northeast Side Senior Coalition, Madison Metropolitan School-Community Recreation Program, etc.) to include lease development and administration.
 5. Attend various board, committee, and community group meetings and make presentations as requested.
 6. Develop and implement marketing and outreach plans for the community's use of the facility.
 7. Interact with a variety of special interest groups, private consumers, and other public/governmental agencies and staff.
 8. Work to optimize the utilization of the Center consistent with organizational objectives.
- 30% B. Manage and direct the work of employees and volunteers engaged in operation, maintenance, recreational programming, and administrative/clerical support activities associated with the Warner Park Community Recreation Center (WPCRC).
1. Hire, train, and evaluate staff.
 2. Maintain effective employee relations.
 3. Determine the facility maintenance requirements and coordinate the establishment of necessary preventive maintenance programs.
 4. Develop and maintain effective working relationships with volunteer and interested community groups.
 5. Coordinate and oversee the of the Warner Park Community Recreation Center Advisory Subcommittee.
- 20% C. Plan, organize and manage the fiscal operations of the Center, including monitoring capital and operational disbursements, preparing necessary reports, requisitioning materials and supplies, and preparing the Center's budget.
1. Oversee the activities related to the collection and reporting of Center rental and other fees including the maintenance of a system to retrieve, track, and analyze user data.
 2. Work to develop revenues/resources through special events, sponsorships and grants.
 3. Prepare, implement, and evaluate the Center's Operating and Capital Budgets.
- 5% D. Prepare and present written and oral reports relative to the effective management of the Center.
1. Oversee the maintenance of appropriate operational and administrative records and recordkeeping systems such as a computerized scheduling and registration system.
 2. Develop a data collection process and related documentation and reporting procedures which fulfill the Community Development Block Grant/HUD reporting requirements.
- 5% E. Coordinate and manage the Warner Park Circle of Friends non-profit 501 group.
1. Plan and administer Circle of Friends programs and services.
 2. Plan and manage the fund-raising, membership development, donor relations, public relations programs, newsletter, promotional campaign for fundraising and tourism activities, special events to generate interest and financial support for the Center, and national and regional publicity.
 3. Prepare, recommend, integrate, and administer the Circle of Friends budget in collaboration with Parks administration.
 4. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of business administration theories, principles, practices, and techniques applicable to the management and operation of a public recreational center. Working knowledge of administrative budgeting and recordkeeping procedures and practices. Working knowledge of staff supervision and scheduling practices and techniques. Working knowledge of marketing and public relations practices and techniques. Ability to develop and implement Recreational Center programs, policies and procedures.

Ability to supervise, schedule, and evaluate assigned staff. Ability to establish policies and procedures for facilities rental and usage. Ability to prepare budgetary, financial, and facility usage information; and prepare complete and accurate reports required by funding sources. Ability to establish and maintain effective working relationships with other City agencies and employees, user groups, community groups, the media, and the general public. Ability to develop private sector and community support. Ability to prepare and present written and oral reports. Ability to communicate effectively, both orally and in writing. Ability to speak persuasively before groups. Ability to represent the Parks Division in community relations activities. Ability to prepare and disseminate effective promotional materials and program information. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a current and valid certification in:

- 1) Certification in CPR and first aid or the ability to obtain certification within the probation/trial period, and
- 2) State and Municipal Food Service certification/license, or ability to attain the certifications within six months of employment. Failure to obtain the necessary certifications may result in failure to pass probation.

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

15. Physical requirements:

16. Supervision received (level and type):

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.