DATE: February 11, 2008

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Warner Park Facility Manager**

At the request of the Parks Division's management, I have conducted a study of the position (#3557) of the "Warner Park Facility Manager" (occupied by B. Weisinger) in Compensation Group 18, Range 08. This position performs 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 Park 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.

This work differs from that initially conceived in that the emphasis has shifted from the implementation of day-to-day operations of the facility to incorporate greater autonomy in the planning, development and (interagency) coordination of the WPCRC. I have amended the class specification accordingly (see attached).

In light of these changes, I recommend that this classification be placed in Compensation Group 18, Range 10. This placement will appropriately serve to equate this classification with the classes of Senior Center Director and Golf Program Supervisor, with distinct yet generally comparable responsibilities for facilities and recreational programs.

Given the nature of change that has occurred, I recommend that the incumbent be reallocated to the higher level.

I have prepared this necessary ordinance and resolution to implement these recommendations.

LO:17

Attachment

cc: Dick Grasmick, Parks Division

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
18/08	49,306	58,509	65,520
18/10	53,522	64,323	72,046

WARNER PARK FACILITY MANAGER

CLASS DESCRIPTION

General Responsibilities:

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 Park 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.

Examples of Duties and Responsibilities:

Manage and direct the work of employees and volunteers engaged in the operation, maintenance, recreational programming, and administrative/clerical support activities associated with the Warner Park Community Recreation Center. Hire, train, and evaluate staff. Maintain effective employee relations.

Plan, organize, and administer recreational programs, special events and facility rentals to best meet community needs and interests. Develop and implement the goals, objectives, policies, and procedures for the Center. Develop a long-range management plan for the center which includes the integration of external agencies. Develop evaluation processes to monitor the efficiency and effectiveness of the operations and programs.

Plan, organize and manage the fiscal operations of the facility, including monitoring capital and operational disbursements, preparing necessary reports, requisitioning materials and supplies, and preparing the Center's budget. Oversee the activities related to the collection and reporting of facility rental and other fees including the maintenance of a system to retrieve, track, and analyze user data. Work to develop revenues/resources through special events, sponsorships and grants.

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. Attend various board, committee, and community group meetings and make presentations as requested.

Develop and implement marketing and outreach plans for the community's use of the facility. Interact with a variety of special interest groups, private consumers, and other public/governmental agencies and staff. Work to optimize the utilization of the Center consistent with organizational objectives.

Oversee the development and implementation of a volunteer service program. Develop and maintain effective working relationships with volunteer and interested community groups.

Develop operational/maintenance policies and procedures, including safety standards for the WPCRC. Determine the facility maintenance requirements and coordinate the establishment of necessary preventive maintenance programs.

Prepare and present written and oral reports relative to the effective management of the Center. Oversee the maintenance of appropriate operational and administrative records and recordkeeping systems such as a computerized scheduling and registration system. Develop a data collection process and related documentation and reporting procedures which fulfill the Community Development Block Grant/HUD reporting requirements.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

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.

<u>Training and Experience</u>:

Three years of responsible supervisory, administrative, and programmatic experience in the development, operation and maintenance of a multi-generational recreational center or a closely related type of facility. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree or a major in recreation, leisure services or a related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Department/Division	Comp. Group	Range
Parks Division	18	10

Approved: _____

Brad Wirtz   Date
Human Resources Director