

CITY OF MADISON POSITION DESCRIPTION

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

Brad Weisinger

Work Phone: 245.3691

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

Facilities Manager

3. Working Title (if any):

Facilities Manager

4. Name & Class of First-Line Supervisor:

Steven Doniger , Community Services Manager 1814

Work Phone: 266.6517

5. Department, Division & Section:

Parks / Community Services

6. Work Address:

210 Martin Luther King Jr. #104

7. Hours/Week: 38.75

Start time: 8AM End time: 5PM

8. Date of hire in this position:

1999

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

June 2008

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) and the Goodman Pool.

The work involves developing and implementing Center/Pool policies and procedures; serving as a link to the community, the Warner Park Community Recreation Center Advisory Board, the Parks Division, Parks Foundation Sub-committees and related tenant organizations.

Work also involves overseeing and performing budgeting, marketing, data collection, and reporting functions for the Center / Pool. 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.)**

30% A. **Overall operations**, programs, service delivery, and staff of the Warner Park Community Recreation Center (WPCRC) and The Goodman Pool.

1. Developing and implementing policies and procedures
2. Serving as a link to community organizations and outreach
3. Overseeing and performing budgeting, marketing, data collection
- 4.
- 5.

30% B. **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 and Goodman Pool.

1. Hire, train, and evaluate staff.
2. Maintain effective employee relations
3. Oversee the development and implementation of a volunteer service program. Develop and maintain effective working relationships with volunteer and interested community groups.
4. Develop operational/maintenance policies and procedures
5. Determine the facility maintenance requirements and coordinate the establishment of necessary preventive maintenance programs.

15% C. **Develop and implement marketing and outreach plans** for the community's use of the facility

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

20% D. **Financial Responsibilities**

1. 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/Pool budget
2. 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
3. Work to develop revenues/resources through special events, sponsorships and grants
4. Lease development and administration

5% E. **Coordinate and Manage 501 Group**

1. Development of parliamentary procedures
2. Manage organizations assets, financials and budgets
3. Establish and manage outreach activities
4. Supervise volunteer staff (hundreds of volunteers)

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:

N/A

14. Required licenses and/or registration:

Three years of responsible supervisory, administrative, and programmatic experience in the development, operation and maintenance of a multi-generational recreational center, pools 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 knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

15. Physical requirements:

This type of work is physical in nature and requires a great deal of standing, lifting, outdoor work (in all types of weather), bending, walking and the like

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 below).

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 below).

Steven H. Doniger

SUPERVISOR

5.15.2009

DATE

Current responsibilities of management of the Warner Community Center, this position will assume all responsibilities and management of a section the Goodman Pool, include; facility operations, sales, marketing, events management, community relations, fiscal operations (enterprise), staff development, non-for-profit coordination, on site supervision (weekends/evening/holidays) and inter-division management.

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