COMMUNITY CENTER SUPERVISOR

Definition:

Under general direction supervises, directs, coordinates and participates in services and programs at an assigned major community facility; works with community groups, other agencies and businesses to improve program/facility offerings and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes and coordinates programs and events to be conducted at an assigned facility and/or elsewhere.

Evaluates programs and activities as assigned and assists in identifying long range facility needs.

Monitors facility and program expenditures and revenue and assists with budget preparation.

Interacts with service groups, businesses and nonprofit and public agencies.

Schedules and monitors the use of facilities in conjunction with other City staff.

Supervises, trains and evaluates facility/program staff and assists in their selection.

Recommends program goals and objectives.

Plans, develops and implements marketing and fundraising plans.

Identifies funding sources, assists in grant writing and solicits donations for center use/distribution.

Monitors the maintenance of the facility assigned, including grounds and buildings and ensures facility security system(s).

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Responds to questions from the general public and explains community service programs, policies and procedures.

Counsels and advises center patrons as appropriate.

Maintains computerized and manual records.

Lifts and carries community center equipment and boxes of supplies weighing 30 to 50 pounds or less, depending on the facility assigned, and uses basic hand tools.

Attends a variety of meetings and makes oral presentations.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Orders supplies and equipment.

Class Characteristics:

Community Center Supervisor is a single incumbent supervisory class in the Community Services Department. An incumbent manages a variety of functions related to the community center assigned and is responsible for its efficient operation.

Contacts and Relationships:

A Community Center Supervisor establishes and maintains contact with other Parks and Recreation staff and has substantial contact with the public on a individual basis and/or in a group setting. Additional contact will occur with staff in other City departments, local service groups, businesses and public and nonprofit agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Recreation and related programs and methods of delivery.

Coordination and negotiation techniques as applied to area assigned.

Office and billing procedures and practices.

Facility and project management.

Marketing principles and fundraising methods.

Methods and procedures of program budgeting.

Methods of making effective oral and written presentations.

Effective supervisory techniques.

Customer service techniques.

Legal issues related to areas of responsibility.

Computer applications related to area assigned.

AND

Ability to:

Train, supervise and evaluate the work of assigned staff.

Manage a public facility and related programs.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Maintain accurate financial records and assist with the budget process.

Develop marketing plans and publicize/market City facilities.

Analyze and evaluate data, make recommendations and write reports.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software programs.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in or supplemented by course work in Business Administration, Public Administration, Recreation, one of the social sciences or a related field from an accredited college or university.

AND

Experience:

Three years of experience in the operation of a public or private facility to include one year in a supervisory capacity and some experience in program development.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that a Community Center Supervisor file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends and holidays.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

The ability to communicate in Spanish.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site. When on-site the incumbent may be exposed to the elements. An incumbent uses a computer, keyboard and related equipment, sits, stands and walks, reaches, bends, kneels, grasps, lifts and carries, pushes, pulls and drags boxes of supplies and equipment weighing 50 pounds or less. An incumbent drives a vehicle on City business, uses basic hand tools and may walk and stand on slippery and uneven surfaces, climb ladders, steps and inclines, crouch and twist. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Revised July 2006
Title Changed from Center Administrator April 2003