



## Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

***(Applicants who applied for this position within the last 12 months need not apply.)***

**Position:** Community Center Manager  
**Requisition:** 15-024  
**Department:** Parks and Recreation  
**Position #:** 0022-001  
**Opening Date:** May 8, 2015  
**Closing Date:** May 22, 2015 or until filled  
**FLSA Status:** Exempt  
**Hourly Pay Range:** \$21.65 per hour - \$27.06 per hour

### **GENERAL DESCRIPTION:**

Employee in this class is responsible for providing oversight and direction for the daily operations of the Betty T. Ferguson Recreational Complex which includes a gymnasium, auditorium, multipurpose rooms, aquatic and fitness centers; ensures that the center offers new, fresh, and exciting programs, activities, and special events; ensures safety and cleanliness of the center. Administrative duties include budgeting, management of personnel, report writing, scheduling and monitoring of programs and facilities maintenance. Responsibilities include community outreach and media contact. Supervision is received from the Assistant Director of Parks and Recreation assigned to oversee the Complex.

**ESSENTIAL JOB FUNCTIONS:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Processes confidential matters as required.

Establishes and maintains effective internal and external customer relationships.

Develops, implements and monitors assigned budget; recommends and monitors the purchase and distribution of supplies, materials and equipment; reviews and evaluates contracts, recommends revisions and implements and monitors contracts; audits all cash flow reports.

Maintains a working relationship with community groups and media contacts, and liaisons with advisory boards.

Participates in selecting, assigning, and supervising center personnel; reviews and evaluates personnel performance; implements personnel training and safety programs; manages and monitors staff effectiveness and productivity.

Ensures the safety of staff and center users; ensures safety rules, regulations and standards are followed by employees; ensures center equipment are in safe operating condition. Inspects buildings and grounds; monitors routine maintenance as well as facility repairs.

Works with Assistant Director in long-range planning for the development of new programs, expansion of present programs, and project the need of future programs; secure appropriate contracted service providers; directly oversees the work of contracted providers.

Works towards innovative ways to increase revenues at assigned community center on an annual basis; works to increase registered program participation at center.

Manages, supervises, and assigns tasks necessary to implement successful programs.

Serve as an example of quality customer service; may need to answer customer inquiries and comments; evaluates effectiveness of customer service. Investigates public complaints regarding the center; assembles and maintains pertinent records and data on the division's operations.

Prepares and/or reviews communications, memos, letters, invitations, e-mail, and grant applications; documents safety issues; prepares work orders; prepares a variety of reports on program activities and accomplishments; composes proclamations of events and media releases; prepares program booklets and registration materials.

Develops marketing efforts, special events, and capital program campaigning efforts.

Develops and implements policies subject to approval from Director.

Performs other related, similar duties as assigned or required.

*Note: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.*

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Must have the ability to communicate effectively in oral and written form;

Ability to complete grant applications/proposals and required reports; and must have the ability to be highly organized.

**Computer Skills:** *Experience using database software, internet, spreadsheet and word processing software required.*

**Education & Experience:**

Graduation from an accredited four (4) year college or university, supplemented by course work in recreation, management, or a related field. Four years of experience in recreation center management, including at least three years in a supervisory capacity with considerable experience in the administration aspects of the work, e.g., budget development and personnel management, or any equivalent combination of acceptable education and experience providing knowledge, abilities, and skills cited above. Strong organizational skills required.

Possess and maintain a valid Florida driver's License at all times and satisfactory driving record throughout employment.

**Certifications/Licenses/Special Requirements:** First Aid and CPR certified preferred.

**(Applicants who applied for this position within the last 12 months need not apply.)**

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee works in outside weather conditions and is exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud in other areas of the center. The employee is expected to use standard office equipment and common recreation and maintenance equipment.

**To apply please complete and deliver a  
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens  
18605 NW 27 Avenue, First Floor, Suite 126 East  
Miami Gardens, FL 33056  
Or  
Fax to: (305) 474-1286**