

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2020-PR9

<b>POSITION TITLE</b>	<b>Recreation Complex Manager</b>	<b>SALARY RANGE:</b>	<b>\$28.871-43.306 (10)</b>
<b>DEPARTMENT</b>	<b>Parks and Recreation</b>	<b>FLSA/UNION STATUS:</b>	<b>Exempt/Nonunion</b>
<b>PERIOD TO APPLY:</b>	<b>8/26/2019-8/30/2019</b>	<b>POSITION STATUS:</b>	<b>Classified/Full-Time</b>
<b>SUPERVISOR:</b>	<b>John Munoz</b>	<b>LOCATION:</b>	<b>GCCC</b>

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### GENERAL PURPOSE

Performs a variety of supervisory and administrative duties related to the overall administration, management, and operations of the Genoveva Chavez Community Center (GCCC) or the Fort Marcy Complex (which includes Salvador Perez and Bicentennial Pool) as assigned. These areas are part of a recreation complex with multiple swimming pools, ice arena, gymnasiums, indoor track, fitness and health areas, racquetball courts, concession services, and community areas.

### SUPERVISION RECEIVED

Works under the general direction of the assigned supervisor.

### SUPERVISION EXERCISED

Provides close, general, and indirect supervision to GCCC Complex or to the Fort Marcy Complex (including Salvador Perez and Bicentennial Pool) staff as needed.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

- Develops, implements, oversees, and enforces operational policies and procedures and facility schedules to ensure optimum use.
- Works with the management staff to prepare and oversee annual operating budget, including contracts, program costs, and capital outlay; monitors revenues, expenditures, and facility utilization; supervises adherence to fiscal limitations as well as recommendations for all revenue and expense line items.
- Prepares monthly, quarterly, and annual reports for facility operations; coordinates all section goals and objectives, including short- and long-term planning; analyzes policies, procedures, schedules, and operations.
- Handles facility personnel management in accordance with City of Santa Fe policies--including, recruitment, interviewing, selection, discipline, evaluation, and training; handles procurement of facility needs and allocation of financial and human resources; coordinates with management staff on risk management, maintenance management, special events, programs, and marketing.
- Serves as a liaison to community groups, public organizations, and individuals to maintain cooperation with the community to promote strong community awareness of the facility.
- Provides leadership to staff in the area of Recreation programs and services by staying current with national trends and events and by involvement with national organizations.
- May work with advisory committees to coordinate community input, review of facility operations, and making of recommendations to the governing board.

### MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in recreation management, public administration, or related field;

**AND**

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Eight (8) years of professional management and supervisory experience in an administrative role at a multi-use recreation facility. Credentials desired in pool operations, risk management, group facilitation, strategic planning, and recreational sports management.

**OR**

Relevant experience may be substituted for education on a year-for-year basis

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:** balanced programming, risk management, maintenance management, marketing, and promotion; recreation facility management; and recreation enterprise fund revenue development and expense projection utilizing a combination of user fees and tax support.

**Skill in:** leadership and management, including human resources management; developing and communicating business recommendations; written and verbal communication; and the analysis of recreation and facilities management issues and in developing and implementing appropriate actions or programs around these issues.

**Ability to:** develop and administer recreation facility budgets and maintain responsible fiscal limitations; enforce policies and procedures; hold staff accountable for developed performance standards; work with Union employees; make observations, analyze situations, and take effective action; respond quickly and accurately; act in an independent, conscientious manner, using sound judgment and within City policies and procedures; maintain confidential information; facilitate public meetings involving community groups and representatives; prepare documents and utilization rates for review; prepare information for presenting to the public and governing body; establish and maintain effective working relationships with the City Manager, department heads, other employees, public officials, federal, state, and local agencies, and the general public; and operate a variety of computer applications.

## **SPECIAL QUALIFICATIONS:**

### **Must pass a background investigation**

Must possess a valid driver's license and obtain a City of Santa Fe driving permit within three (3) months of hire. CPR and First Aid Certified or able to acquire within six months. National Certification as a Parks and Recreation Professional is desirable.

## **WORK ENVIRONMENT:**

Work is performed in a typical office setting and outdoors with exposure to VDT's, CRT's, UV rays, sunlight, and environmental allergens and possible exposure to blood borne pathogens. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Must be able to lift and carry up to 25 pounds. Speaking, good hearing, and visual acuity are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic driving for local travel required. Must work irregular hours and weekends.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

**TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be**

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downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

**When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview.** Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application.***