



THE CITY OF SANTA FE

Recreation Complex Manager

FLSA Status: *Exempt*

Union Status: *Nonunion*

Salary Range: 19 (\$30.3140 - \$45.4710)

General Definition of Work

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.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, develops work schedules to provide adequate staff coverage, and approves leave and timesheets. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.
- Ensures quality, effectiveness, and efficiency of unit activities and safety measures.
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.
- Develops and manages the budget for the work function(s) and allocates funds within the budget to accomplish objectives. Ensures procurement, contractual, and financial activities are compliant with the City's finance, accounting, and procurement policies and procedures.
- 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.

Knowledge, Skills, and Abilities

- Knowledge of balanced programming, risk management, maintenance management, marketing, and promotion.
- Knowledge of 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.
- Skill in developing and communicating business recommendation.
- Skill in written and verbal communication.
- Skill in 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.
- Ability to enforce policies and procedures.
- Ability to hold staff accountable for developed performance standards.
- Ability to work with Union employees.
- Ability to make observations, analyze situations, and take effective action.
- Ability to respond quickly and accurately.
- Ability to act in an independent, conscientious manner, using sound judgment and within City policies and procedures.
- Ability to maintain confidential information.
- Ability to facilitate public meetings involving community groups and representatives.
- Ability to prepare documents and utilization rates for review.
- Ability to prepare information for presenting to the public and governing body.
- Ability to 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.
- Ability to operate a variety of computer applications.

Education Requirement

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

Experience Requirement

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.

Experience working in a major recreation/community center operation or business with a large volume of patrons and a square footage building over 100,000 square feet.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- CPR and First Aid Certified or able to acquire within six months. National Certification as a Parks and Recreation Professional is desirable.

Special Requirements

- Must possess a valid driver's license and obtain a City of Santa Fe driving permit within three (3) months of hire.

Physical Requirements

- 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.

Working 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.
- Periodic driving for local travel required.
- Must work irregular hours and weekends.

EEO/ADA 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.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department 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 with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' 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 for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the

application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.