

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Jordan Valley Park Manager</u>
Sch.& Grade	<u>PAT-11</u>
Class Code	<u>BE90</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Recreation</u>

**PRIMARY PURPOSE:**

Responsible for the management of the facility operations, staffing, programming, promotions, and maintenance of the Ice Park, Jordan Valley Park and Founders Park.

**SUPERVISION:**

Under general supervision of the Assistant Director of Parks. Supervises directly and indirectly a wide variety of professional, technical, and support staff.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises, plans, organizes, directs, coordinates and guides staff in carrying out all programs of the Jordan Valley Ice Park, Jordan Valley Park and Founders Park.
2. Oversees staffing issues including recruiting, interviewing, hiring, training, monitoring, and evaluating regular, seasonal and contractual staff members. Provides support, guidance, and leadership to employees assigned to the Ice Park's programs.
3. Prepares, implements and monitors budget for Ice Park and its sponsored programs, to include determination of need and amount of all expenditures, and approval of all payables.
4. Negotiates major facility rental contracts and approves all bookings for Jordan Valley Park and Ice Park.
5. Conducts in-service training for staff and participants.
6. Serves the Recreation Division as a support team member in the development and delivery of sports activities.
7. Develops and implements short and long-range program plans based upon a needs assessment.
8. Evaluates programs and services and makes recommendations based on findings.
9. Promotes programs and services by directing employees engaged in developing and distributing informational materials, media releases, marketing, promotions, advertising activities and personal contracts.
10. Approves negotiation, planning, implementation, and direction of promotions for Jordan Valley Ice Park.
11. Directs and approves the design and layout of all brochures, flyers, general publicity, and advertising.
12. Oversees maintenance and upkeep of the facility, property, and rental and operational equipment.
13. Administers sponsored events and rentals as services are required.
14. Maintains complete and accurate records of all building equipment and assets.
15. Plans, promotes, supervises, and directs a complete well-rounded activity program to ensure continuous use of the facility year round.
16. Takes an active role in relevant regional and national associations, takes part in community activities, and becomes directly involved in service or social organizations in the area of Ice Park business as approved by the Assistant Director.
17. Coordinates special events, such as hockey games, shows, concerts, athletic contests, parties, and public rentals of the facility.

**IMPORTANT FUNCTIONS:**

1. Maintains professional growth and development and keeps abreast of current trends in the ice arena business, including, but not limited to, the Parks and Recreation field. Attends conferences, workshops, seminars, and other training for professional development purposes.
  2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.
- Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of the uses, management, and promotion of multi-purpose sports facilities, equipment, and systems; and knowledge of all applicable safety standards for public sports facilities.

**Abilities**

Develop and implement an effective promotional campaign to attract and retain facility leases; effectively plan, coordinate, and supervise the activities of a large multi-purpose sports facility; maintain accurate and complete records, including the accounting of collected revenues; analyze and evaluate sports programs and supply appropriate information pertaining to management such as marketing and budget information; make sound recommendations utilizing good judgment; work effectively and courteously with outside sports associations and agencies, program participants, as well as associates and the general public; follow oral and written instructions; present an overall professional image; communicate effectively both verbally and in writing; prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s degree in Business Administration, Public Administration, Recreation Administration, or related field; plus five years of experience in the operation, management, and leasing of a multi-purpose sports facility. Directly related experience may be substituted for the educational requirement on a year-for-year basis.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects. Ability to operate a computer keyboard and/or mouse.

**Working Environment**

Both indoor and outdoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen when supervising or coordinating recreational programs held outdoors.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

Subject to working some weekend and evening hours.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 5474
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 27, 2005

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_