

## CITY OF CARSON

**Title:** MANAGER - COMMUNITY CENTER

**Job Summary:**

Under direction, to promote and manage the operation of the Community Building in the Department of Parks and Recreation.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, staff, directs and controls the departmental operation of the Community Building.
2. Develops promotional programs and brochures to promote usage and generate revenue.
3. Develops operating manuals and procedures.
4. Prepares Division budget and controls budget expenditures; recommends Division objectives.
5. Prepares revenue and activity reports; recommends service levels.
6. Administers contracts with concessionaires and service suppliers; confers with prospective users regarding City policies and requirements.
7. Enforces approved policies with regard to the operation and use of the facility.
8. Conducts special studies; recommends changes to procedures, forms, fees and other administrative matters.
9. Supervises, trains and evaluates personnel; establishes standard of performance.
10. Prepares Council agenda items, resolutions and correspondence; provides information to and consults with the public.
11. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from a college or university with a baccalaureate degree or equivalent and three (3) years of full-time paid experience managing and marketing a community center facility, convention facility, or in a related field.

**Knowledge of:**

- . Management of a large multi-purpose convention/conference center.
- . Contract administration and business law.

**Knowledge of:**

- . Budget preparation and control.
- . Promotional program and marketing methods.
- . Administration of Community Center operations and maintenance.
- . Modern office practices, procedures and equipment.
- . Oral and written communications skills.
- . Principles and practice of administration, supervision and training.
- . Applicable laws, codes, regulations, policies and procedures.
- . Financial record-keeping techniques.

**Skill and Ability to:**

- . Manage and promote the Community Center.
- . Plan, organize and direct marketing and promotional activities.
- . Develop, prepare and control budgets.
- . Consult with corporate representatives and civic groups regarding facility rentals.
- . Analyze and review financial documents and transactions.
- . Plan advertising campaigns and other methods to encourage use of the Center.
- . Attend and conduct meetings and conferences.
- . Communicate effectively both orally and in writing.
- . Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- . Establish and maintain cooperative and effective working relationships with others.
- . Analyze situations accurately and adopt an effective working relationships with others.
- . Meet schedules and time lines.
- . Plan and organize work.
- . Train, supervise and evaluate personnel
- . Assign and review the work of others.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Perform work which is primarily sedentary.
- . Is subject to inside environmental conditions.