

CITY OF CARSON

Title: SUPERVISOR - COMMUNITY CENTER

Job Summary:

Under direction, manages the day-to-day operation of the Community Building.

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 day-to-day operations of the Community Building.
2. Schedules activities for various age and special interest groups.
3. Prepares budget recommendations and monitors subsequent budget expenditures.
4. Supervises the orientation of full-time, part-time, seasonal, contract and volunteer staff.
5. Enforces rules and regulations.
6. Acts as liaison to community agencies and other organizations using the facility.
7. Prepares and reviews promotional materials, correspondence, manuals, rental contracts and reports.
8. Coordinates scheduling of facilities and services.
9. Initiates requisitions for supplies and equipment.
10. Supervises, trains and evaluates personnel.
11. Attends meetings and training sessions.
12. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
13. 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:

Any combination equivalent to graduation from a recognized college or university with a baccalaureate degree in a related field and approximately two (2) years of full-time paid experience in public relations or marketing, including one year of supervisory experience.

Knowledge of:

- . Principles and practices applied to marketing programs, including community events, conventions, conferences, meetings and social gatherings.
- . Budgeting and booking activities.
- . Principles of supervision and training.

Skill and Ability to:

- Work irregular hours supervising and training personnel.
- Interface with maintenance and custodial crews involved in preparing the facility for use.
- Promote community usage of the Community Building facility.
- Communicate effectively orally and in writing.
- Supervise the day-to-day activities of staff personnel.
- Establish and maintain effective working relationships with others.

License or Certificate:

Possession of a valid California driver's license and must be insurable by the City insurance carrier.

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:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.

Nash and Company
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