



Facility Manager

City of Kettering, OH - Parks, Rec & Cultural Arts

Contact Name: Patti Houser

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Closing Date: 2022-03-14

Salary: Up to \$98,675 per year

Description:

RECRUITMENT ANNOUNCEMENT

FACILITY MANAGER

Revised - Post through March 14, 2022

THE POSITION:

The City of Kettering's Parks, Recreation & Cultural Arts Department seeks an exceptional professional to fill the full-time position of "Facility Manager." The Facility Manager works under the direction of the Parks, Recreation and Cultural Arts Recreation Superintendent and performs professional supervisory skills necessary to direct the overall operation of the Kettering Recreation Complex for the maximum safety and benefit of the community at large. The Manager will have direct oversight of general facility operations including hiring, scheduling, training and development, daily deposits, Rec Trac and budget development and management. This position is also responsible for the management of the Aquatic Supervisor, full-time coordinators, recreation division clerical staff and volunteers, registration desks and check point. The Facility Manager will manage the entire complex infrastructure, reporting maintenance/repair needs to the appropriate Department and ensure cleanliness and safety. This position will interface with community and regional organizations to facilitate a variety of special events and programs and work with the Communications/Marketing Supervisor to implement timely promotional materials for programs.

Must be able to establish and maintain effective working relationships with all department staff, peers, co-workers and other City staff, volunteers, community organizations and the general public. The Facility Manager will have a thorough knowledge of the objectives and principles of public recreation, including a detailed understanding of activities that comprise a community recreation program as well as the capacity to maintain records, develop reports and present ideas and recommendations clearly and concisely, both orally and in writing. The ideal candidate will have comprehensive knowledge of facilities and equipment needed in planning a broad recreation program including experience in aquatics. Strong customer service and conflict resolution skills are essential. Experience in budget preparation and management of computer applications is required. Must be available for some evening, night, weekend and some holidays as needed to assure successful operation of the Kettering Recreation Complex.

QUALIFICATIONS:

A baccalaureate degree in parks and recreation, 5 years' experience managing recreation facilities and working with recreation programs is preferred, or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Master's degree in parks and recreation or related field a plus. Knowledge and experience with aquatics operations required. NRPA Certified Parks and Recreation Professional (CPRP) preferred and/or in the process of becoming certified.

COMPENSATION:

The salary range for this position is up to \$98,675; excellent benefits. Entry rate is contingent on candidate's related skills, education, knowledge and abilities.

APPLICATION PROCESS:

Candidates who are interested in this opportunity should apply using our on-line portal and attach a resume by March 14, 2022. Visit www.ketteringoh.org for more information about this position.

Equal Opportunity Employer