



Community and Arts Division Manager

City of Evanston

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$101,032.46 - \$151,549.26

Description:

NATURE OF WORK:

The Community and Arts Division Manager is responsible for organizational planning, coordinating and control of all operational and program functions and supervision of the city-wide summer food programs, transportation programs, after school snack/supper programs, and the congregate meal program. Division Manager is also responsible for oversight of all programs and spaces associated with the Fleetwood-Jourdain Community Center, Fleetwood-Jourdain Theater and Noyes Cultural Arts Center. Work is performed with considerable independent judgment. This position may require irregular hours including nights, weekends and holidays. This position may require irregular hours including nights, weekends and holidays.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Oversees supervision of community programs including the Mayor's Holiday Food, Book and Toy Drive, Summer Food Programs and Snack/Supper Program, Transportation Program, Congregate Meals and Foster Senior Program.
- Oversees coordination of all arts programs including Fleetwood-Jourdain Theater, Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center.
- Oversees all management of community and arts programs and activities, including camp, theater performances in the community at Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center,
- Oversees the management of community special events including Juneteenth and holiday cultural celebrations.
- Maintains current and accurate records pertaining to Summer Food Program, Youth Food Program (Snacks/Supper) Congregate Meal Program, as well as facility rentals and contracts/leases for Noyes Cultural Arts Center including life safety supplies and operational inventory.
- Oversees management of all programs and services at the Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center.
- Recruits, hires, trains, supervises, and evaluates performance of all Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center staff, including, but not limited to preschool manager, all coordinators, office staff, kitchen staff, bud drivers, custodians, facility supervisors and all volunteers for all programs and services.

- Coordinates all maintenance activities with the Public Works Agency and Facilities and Fleet Management to support all programs at Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center operations.
- Plans, organizes, and conducts in-service training to cover city policies, staff expectations, customer service, safety and procedures that are outlined in all personnel and program user handbooks.
- Reviews and approves time sheets for employees and accurately complete bi-weekly payroll
- Responsible for ensuring general operations, securities and building operating schedules for Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center.
- Maintains current and accurate records pertaining to grants, program services, facility usage and rentals.
- Ensures monies collected at the facility are accounted for and handled appropriately.
- Reviews all accident and incident reports that occur at the Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center and forwards to the appropriate parties.
- Develops and implements specific goals and objectives related to the improvement of the all operational aspects of the Fleetwood-Jourdain Community Center and Noyes Cultural Arts Center , including, but not limited to, programming, rentals, seasonal hiring, and overall operations.
- Creates and submits bi-weekly reports regarding all operations to be included in the director's bi weekly reports to the City Manager.
- Attends conferences, workshops and seminars related to the position, in order to stay current with safety protocols, training materials, and programming options
- Evaluates customer and community interests and needs; makes recommendations on future operations and services based on community feedback and industry trends.
- Sets division financial goals, participating in forecasting divisional projections, tracking financial activities, statistical reporting, and prioritizing activities within the Division in accordance with all department and City policies and procedures.
- Creates and executes annual budget in accordance with all department and City policies and procedures.
- Monitors and operates within the Division's expenses as allocated in the Department's budget and works to attain revenues as projected in the budget.
- Implements purchasing, inventory of supplies, and reconciliation in accordance with department and City policies and procedures.
- Responsible for collaborating with department colleagues on promoting all activities in City produced program guides.
- Demonstrates, leads, supports, and administers the Department's mission statement, vision, core values, policies and procedures.
- Works with the Parks and Recreation Department senior staff in implementing program policy related to all operations and programming.
- Assures that safety standards and precautions are followed in recreation and facility management activities.
- Prepares specifications for new equipment and material and to recommend items for purchase.
- Assists in developing recommendations for improvements to policies and procedures
- Helps prepare annual program budget; analyzes and evaluates costs; coordinates program purchasing requirements; reviews and monitors budget appropriations.
- Researches and drafts proposals and reports for the Division, relevant boards and committees of the city, news media, and City Council..
- Works closely with other departments in providing necessary information to coordinate the related to building Maintenance.
- Assists in developing recommendations for improvements to policies and procedures.
- Researches and drafts proposals and reports.

- Maintains a proactive approach to safety and risk management.
- Performs other duties as needed or assigned.

MINIMUM REQUIREMENTS OF WORK:

- Must possess a bachelor's degree from an accredited college or university in Recreation and Park Administration or a substantially similar area. **~AND~**
- Must possess two (2) or more years of work experience managing a community recreation center including management of staff, operations, and facilities. **~OR~**
- Must possess seven (7) or more years of experience working in the field of parks, recreation, or leisure with evidence of three (3) or more years of experience in a management/supervisory capacity.
- Experience with recreation software (RecTrac) is preferred.
- Certification as a Certified Park and Recreation Professional (CPRP) is preferred.
- Must possess a valid driver's license and a safe driving record.
- Must possess current First Aid/CPR certifications or be willing to acquire and present active certifications as a condition of employment within six (6) months of hire.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of the philosophy principles and practices of public recreation.
- Ability to select, assign, train and supervise the work of employees engaged in the center, as well as engaging volunteers when applicable.
- Ability to plan, evaluate, organize and direct an adequate well-rounded program of services adapted to community preference and needs.
- Excellent verbal and written communication skills, including presentation skills.
- Working knowledge of theory, techniques and applications of municipal management.
- Must possess strong working knowledge of sailing and boating operations.
- Ability to establish and maintain effective working relationships with a diverse group of "clients" and staff throughout the City and outside the organization.
- Ability to learn, understand and incorporate City ordinances, rules, regulations and procedures into daily activities.
- Ability to maintain effective working relationships with other staff and the general public.
- Thorough knowledge of principles, practices, and methods of community recreation center programming, operations and maintenance.
- Ability to prepare work assignments, summaries, and reports.
- Ability to converse in theory, principles, and methods of effective and persuasive speaking, voice, and diction, phonetics, and discussion and debate.
- Ability to work on multiple projects at one time, some of which may have conflicting deadlines and/or priorities.
- Ability to identify problems and develop, propose and implement solutions.
- Ability to facilitate meetings and lead special project teams.
- Ability to read, understand and interpret manuals, ordinances, policies and procedures, ordinances, statues, rules, regulations, journals, newspapers, memos, letters, reports, financial reports and legal documents.
- Ability to speak before audiences with poise, voice control and confidence, using proper grammar and vocabulary appropriate to the audience.
- Self-motivated, disciplined, organized, and reliable.
- Innovative, creative, resourceful and independent thinking.
- Possess excellent verbal and written communication skills.

PHYSICAL REQUIREMENTS OF WORK:

Ability to work outdoors, occasionally, in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures and humidity.

Environmental conditions include performing activities both inside and outside; no environmental hazards indicated.

SUPERVISION:

Under the general guidance of the Director of Parks and Recreation or his/her designee, work is performed with independence and minimal supervision. Collaborates and works with other division and department staff at all levels and uses the necessary resources in other departments and divisions to execute work. Manager identifies and completes specific projects identified and created by nature of the duties and responsibilities. Direct supervision is provided by an Assistant Director of the Parks and Recreation Department, and performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Manager is responsible for prioritizing work tasks, and for identifying and utilizing the appropriate resources to resolve a problem or situation and/or research and analyze specific data. Manager is responsible for planning, directing, coordinating and managing support, administrative services, and activities in the program areas listed above. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific goals and this classification standard. Work is evaluated at least annually, with respect to managing staff, problem solving abilities, customer service, written and verbal communication skills, and performance in accordance with the classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with division and department employees and other City employees as well as regular contact with community residents and representatives; and members of the public and representatives of other agencies, including elected officials.

SELECTION METHOD

Qualifications Assessment

Structured Oral Interview

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-866-2916 (voice) or 847-448-8052 (TTY).

Online Employment Application | Open Positions (applitrack.com)