

**CITY OF HAINES CITY**

**JOB DESCRIPTION**

**DEPARTMENT:       PARKS & RECREATION**

**REPORTS TO:       PARKS & RECREATION DIRECTOR**

**RENTAL FACILITY MANAGER**

**GENERAL DESCRIPTION:**

Under limited supervision, directs and supervises the daily operations and financial responsibilities of the banquet facility as well as all other rental facilities owned by the city. Coordinates facility sales, rental sales and special events. Develops long-range plans for facility growth and development to meet the needs of a growing community. Supervises and reviews the work of subordinate personnel.

**ESSENTIAL FUNCTIONS:**

Develops and implements facility standard operating procedures and policies.

Develops and implements effective marketing, promotional and national advertisements.

Develops long range goals and objectives.

Interacts and communicates with immediate supervisor, department heads, customers, and business leaders.

Negotiates contracts and agreements, and develops bid specifications for goods and services.

Oversees contractors ensuring compliance with policies, procedures, specifications and schedules.

Oversees sales and logistics for facility bookings.

Oversees the maintenance of equipment and supply inventory.

Prepares and monitors facility budget for expense and revenues.

Acts as project manager for capital projects and purchases.

Provides for adequate training of all staff.

Receives and responds to inquiries, concerns and complaints of citizens.

Receives reviews and prepares reports that cover the operations.

Supervises all daily, weekly, monthly and quarterly activities of subordinate personnel.

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#### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, ABILITIES, SKILLS:**

Thorough knowledge of the methods, procedures and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Facility Supervisor. Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Knowledge in the areas of facility management, marketing, community relations, budgeting, wellness/fitness programming, etc. Ability to make sound, educated decisions. Ability to plan and develop daily, short and long-term goals related to City purposes. Ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Knowledge of supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Ability to perform employee evaluations and to make recommendations based on results. Ability to offer training and assistance to co-workers and employees of other departments as required. Knowledge of ways to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose. Ability to communicate professionally in confrontational situations. Knowledge of public presentations.

#### **TRAINING AND EXPERIENCE:**

Requires a Bachelor's degree in parks and recreation administration, facility management or related field supplemented by five (5) years of related management experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be certified in CPR/First Aid. Must possess and maintain a valid state of Florida driver's license.

July 2008