

City of Oregon City

Position Description

Position: Social Services and Community Center Manager	Management
Department/Site: Parks & Recreation – Pioneer Community Center	FLSA: Exempt
Evaluated by: Parks & Recreation Director	Salary Grade: 130

Classification Summary

The Social Services, Rentals & Events Manager is a non-represented management position, that is responsible for planning, promoting, implementing, and supervising all events, rentals, volunteer, and social services provided to members of the community. Work is performed under the general direction of the Parks & Recreation Director who reviews performance based on measurable results. This position will exercise direct supervision over assigned staff and programs.

Distinguishing Characteristics

The Social Services, Rentals, & Events Manager will perform a variety of duties aimed at engaging the community in a variety of city-wide programs in the areas of social service delivery, volunteering, nutrition, recreation, civic, rentals, and cultural activities. The Social Services, Rentals, & Events Manager will develop programs that provide and/or connect the community with complex services such as those dealing with personal and individual needs, legal affairs, and socialization and/or recreational opportunities, and develop, implement, and manage a rentals program across all Oregon City parks and facilities.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Work with Parks & Recreation Director to establish program priorities, goals & objectives, and evaluate programs, activities, and services provided.
- Develop, plan, organize, implement, and manage programs for Parks & Recreation department including rentals, social services, health, transportation, and nutrition programs. Establish programs and hours of operation that maximize involvement.
- Develop, plan, organize, and implement a variety of fund-raising activities, financial and grant proposals, budgets, and short- and long-range goals.
- Identify sponsors willing to provide donations, in-kind services, funding for specific programs, partnerships, and special arrangements for specific populations.
- Participate and collaborate with other local, state, regional, and federal educational/non-profit agencies, districts, and programs to promote and coordinate offerings.
- Administer budgets for the Pioneer Community Center and programs, including approval of expenditures and processing of obligations. Administer services and recreation activities according to budget guidelines, maintain grant contracts, and monitor revenue expectations. Participate in budget preparation, forecasting, and assigning line items.
- Implement a system to manage rentals across all Oregon City parks and facilities; End of the Oregon Trail, Pioneer Center, Aquatics Facility, specified rentable parks, and Ermatinger House to ensure revenue goals are met.

- Manage full- and part-time union represented, non-union represented, on-call, and seasonal staff. Conduct interviews, onboard, oversee, evaluate, and provide guidance.

Minimum Qualifications

Knowledge

The position requires specialized knowledge of:

- Event management, gerontology, nutrition, recreation, transportation, government budgets and laws and regulations affecting older adults and their families.
- Various funding resources for senior programs, including grants, and governmental general fund.
- Coordinating and planning large-scale, community, and creative events.
- Developing, implementing, scheduling, and evaluating events, rentals, and services; knowledge related to events, space management and services.
- Principles of supervision, training, and performance evaluation.
- Grant writing and sponsorship recruitment.
- Related social and advocacy programs, services, and activities for older adults.
- Techniques used for effective internal and external communications, public and customer relations, fund raising, and promotions.
- Budget development and administration practices used in the public sector.
- Personal computers sufficient to access and use common desktop productivity software and specialized databases.

Skills and Abilities

This position requires the ability to carry out, but is not limited to, the following functions:

- Innovation and passion for serving the community; maintain a positive culture within the department and inspire staff to meet and exceed goals and objectives.
- Budget management with ability to formulate goals, programs, and services to meet the needs of the district and community.
- Strong organization skills with exceptional attention to detail while managing multiple tasks and changing priorities; ability to maintain records and prepare accurate reports.
- Professional communication skills to deliver presentations to groups, prepare promotional literature, professional correspondence, and facilitate teamwork processes.
- Collaborative and approachable with effective communication skills; striving and maintaining positive relationships throughout the organization and community.
- Demonstration of good judgment, problem-solving and decision-making skills.
- Ability to work as contributing member of a team, work productively and cooperatively with other staffing teams and promote a positive image of The City and its services.

Education, Training, and Experience

The position typically requires a bachelor's degree in event management, physical education, leisure studies, sociology, gerontology, communications, health care, or related field, along with four years of progressive experience in a recreation and event management; or related area that includes working closely with the public; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform above-described duties.

Other Requirements

- Must pass a criminal background check.
- Valid driver's license required.
- First Aid and CPR certification
- Certified Park and Recreation Professional

Working conditions/Physical and Mental Demands

Incumbent must be able to frequently sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to five pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials such as event supplies weighing up to 50 pounds with proper safety tools. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events. Persons with disabilities maybe able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation. manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift and carry lightweight materials on an infrequent basis.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.