

NOTICE OF VACANCY-PLEASE POST

TITLE: Facilities Manager

DEPARTMENT: Park, Recreation and Community Services

POSITION STATUS: Full-time, management position, with benefits

REPORTS TO: Superintendent of Park, Recreation and Community Services, or designee

SALARY: \$49,000-\$56,000.00 annually

DUTIES:

Oversight of all parks and facilities within the Park, Recreation and Community Services Department including ball fields, playgrounds, Olde Salem Greens, Winter Island, the Witch House and Pioneer Village.

Provide policy and procedure oversight to the managers of Olde Salem Greens, Winter Island, The Witch House and Pioneer Village.

Oversee permitting, rentals and scheduling of fields, parks and buildings for youth groups, schools and other organizations

Refer special circumstance facility requests to the Park and Recreation Commission for approval.

Coordinate maintenance requirements with outside groups utilizing our facilities while maintaining constant communication with the Park Foreman.

Maintain constant communication with the COA Director and the Program Manager to ensure facility needs within their areas are being met.

Recruit, hire, supervise and evaluate intermittent, volunteer, and seasonal summer facility staff. Provide orientation and in-service training as required.

Act as the onsite supervisor for the Community Center custodial staff.

Prepare public relations materials, including direct assistance with the creation and preparation of facility catalogs; respond to inquiries from facility users and the general public and resolve customer concerns.

Assist in the daily direction of all of the Recreation facilities, including supervision of the Sponsorship Program and the Park Ambassador program

Coordinate special event schedules; evaluate existing facility usage and maintain statistical and other records of usage for budgetary and development purposes.

Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the principles and practices of recreation/facility management. Ability to supervise subordinate personnel effectively and to delegate tasks efficiently.

Ability to communicate clearly and concisely, verbally and in writing.

Ability to develop and maintain harmonious relationships with city and school officials, community organizations and the general public. Ability to provide high level of commitment and connection to City. Willingness to work on a flexible schedule including evenings, weekends and holidays.

Excellent customer service skills.

QUALIFICATIONS REQUIRED:

A Bachelor's Degree in recreation or related field and/or five years' experience in developing and/or managing recreational facilities, preferably in a municipal environment; or any equivalent combination of education and experience which demonstrates the requisite skills, abilities and knowledge.

SUPERVISORY RESPONSIBILITIES:

Provide supervision and guidance to Full Time offsite managers, seasonal employees & contractors for facility needs.

PHYSICAL DEMANDS:

More than half the time spent in normal office setting. Summer requests involve frequent outdoor activities. Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity. Occasionally must lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DEADLINE:

Interested candidates are encouraged to apply to jobs@salem.com. Position open until a candidate is selected.

Lisa B. Cammarata, Director, Human Resources
City of Salem
120 Washington Street, 4th floor
Salem, Massachusetts 01970

DATED: September 13, 2016

The City of Salem is an EEO/AA Employer