

KALKASKA COUNTY JOB DESCRIPTION

Kaliseum Recreation Complex Director

Supervised By: The Kalkaska County Board of Commissioners [or their designee]

Supervises: Full time personnel, part time personnel and/or volunteers

FLSA Status: Exempt

Position Summary:

Under the supervision of the County Board of Commissioners, is responsible for directing and managing the maintenance, service, and operation of a the Kaliseum (a multi-purpose recreational facility, including ice rink, swimming pool, weight room, and other rooms in the facility). The Kaliseum Recreation Complex Director oversees the operation and business of the Kaliseum, which includes, but is not limited to programs, facilities, personnel, contracting, purchasing, budgeting, legal compliance, and community relations, all of which shall be in compliance with applicable County policies.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Direct and coordinate each of the following facility maintenance activities:
 - a. The necessary work to maintain mechanical, electrical, and special systems, equipment, interior fixtures, and vehicles at the Kaliseum;
 - b. The inspection of all systems and determine whether there is a cost effective repair or need for replacement;
2. Direct and coordinate each of the following staffing actives:
 - a. Recruit and hire staff;
 - b. Set performance expectations and provide training and instruction of employees and volunteers;
 - c. Manage employee workload and scheduling;
 - d. Develop policies and procedures to ensure that federal, state, and local laws and regulations are followed; and
 - e. Coordinate the recruitment, appointment, and utilization of volunteer personnel;
 - f. Adhere to and comply with all County policies and procedures.
3. Direct and coordinate each of the following sales and operational actives:
 - a. Ice time sales and arena scheduling;

- b. Advertising sales;
 - c. The scheduling of ice and pool time to maximize the use of the facility, Civic Center, Log Lake, and other county recreational grounds; and
 - d. Establish and enforce necessary rules for the safe operation of all aspects of the Kaliseum; and
 - e. Actively engage with customers in a timely fashion to resolve issues that arise.
4. Promote usage as follows:
- a. Develop relationships with user groups;
 - b. Maintain and update the Kaliseum website;
 - c. Create and monitor a social media presence and any other promotional activities that would facilitate and encourage the community's use of the Kaliseum;
 - d. Evaluate and present potential new uses of the Kaliseum to the County;
 - e. Analyze community needs, identify needed programs and services;
 - f. Research and developing new ideas and programs to better serve the community.
5. Reporting, accounting and financial duties:
- a. Prepare and present the annual budget for the Kaliseum;
 - b. Review financial reports to ensure adherence to the approved budget;
 - c. Prepare budget adjustments; review and authorize accounts payable/receivable activities; manage assigned accounts and funds;
 - d. Perform other financial functions and responsibilities specific to the Kaliseum;
 - e. Prepare, recommend, and monitor on a schedule directed by the County, annual operating, capital improvement, and repairs/maintenance budgets;
 - f. Develop long-range financial and capital plans to ensure the viability of the Kaliseum. This would include researching and preparing a variety of grant applications requiring extensive writing, research, and collection of statistical data.
6. Perform other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in recreation management, leisure services, outdoor recreation, commercial recreation, business administration or related field preferred.
- At least 5 years of experience in the operation of a recreational facility, community center, or similar facility.
- Knowledge of building and equipment repair and maintenance.
- Knowledge and experience in the installation, maintenance, and removal of a high-

- quality ice skating surface.
- Knowledge of HVAC and refrigeration systems is preferred.
 - Experience and competence to operate ice resurfacing equipment; or possess the ability to learn the operation of one competently within six months.
 - Experience and competence in swimming pool operation.
 - Ability to establish and maintain effective relationships with public officials, volunteers, the general public, and user groups.
 - Ability and experience in supervising, training, and evaluating personnel.
 - Ability to cultivate a committee group of volunteers.
 - Ability to work independently with very little direction (self-starter).
 - Effective interpersonal and customer service skills.
 - Strong oral and written communication skills.
 - Leadership, time management, and analytical business skills.
 - Ability to sell advertising to local businesses.
 - General First Aid training.
 - Michigan Vehicle Operator's License.
 - Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
 - Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
 - Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
 - Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
 - Ability to assess situations, solve problems, work effectively under stress and within deadlines.
 - Skill in the use of office equipment and computer technology, including Microsoft Suite and financial applications, database entry and maintenance.
 - Ability to attend meetings scheduled at times other than normal business hours.
 - The County, at its discretion, may consider an alternative combination of formal education and work experience.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or

feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.