**CITY OF DALTON GEORGIA**

**JOB TITLE**: Center Manager MG

**DEPARTMENT: Parks and Recreation**

**REPORTS TO**: Assistant Director

**FLSA STATUS**: (Salaried)

**SUPERVISES**: Janitorial Staff, Night time staff, Front Desk Attendant, and Special Event Staffing needs

**SAFETY SENSITIVE**: Yes

**DATE REVISED/REVIEWED: 7-14-2025**

**Purpose of Job**

The Center Manager controls all aspects of the managing of the facility; Renting out facilities (rooms, fields, shelters, etc.); ordering supplies and staying within the approved budget. Working with front desk staff to achieve a high standards of customer service; help in set up for all special events in rooms (music, speakers, tables, chairs, staff needs, etc.); approving time sheets of all subordinate staff; Work closely with the Aquatics Manager as it relates to the splash pad; coordinate with the Program Manager on Department programs and events. Keep good communication with community groups and outside user groups.

**Job Related Requirements**

**Typical Work Schedule:**

* Monday - Friday, 8:00 am - 4:30 pm, subject to call back during normal facility hours a day, 7 days a week.Employee may be required to work on holidays. Many times programs are centered on certain holidays
* Regular and predictable attendance is required. This scheduled attendance will be supervised and scheduled by Assistant Director.
* Employee must work cooperatively with other staff to achieve a professional approach in customer service.

**Minimum Requirements to Perform Essential Job Functions**

* A four year college degree from an accredited college or university.
* 3-4 years of supervisory in a Recreation job related experiences;
* A combination of education and experiences in a similar field
* Must possess a valid driver's license.
* Any professional certifications obtained prior to employment

**Essential Duties, Responsibilities:**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operating standard office equipment; utilizing pertinent software applications; ability to understand and implement city, state and federal employment laws; utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans for improvement. Must be able to speak and write effectively.

* Oversee the day-to-day operations of the community center that includes: fitness areas, gyms, community rooms, splash pad and playground, and athletic courts/fields.
* Ensure customer service delivered at a high quality by all community center staff.
* Works with the Assistant Director on developing the budget for the community center.
* Works collaboratively with the Superintendent of Facilities on ordering building supplies.
* Makes hiring, disciplinary, and termination recommendations. Trains, supervises, schedules, assigns work, and conducts performance evaluation for full-time and part-time staff.
* Oversees facility reservations.
* Responsible for payroll, invoices, and ensuring daily closeouts are processed and completed on time.
* Collaborates with the Athletic Manager and Program manager on department programs and space needed.
* Performs other related duties as apparent or assigned.

**Knowledge, Skills and Abilities**

* Ability to communicate effectively with supervisors, and other staff members.
* Ability to use independent judgment in routine and non-routine situations.
* Ability to handle required mathematical calculations.
* Ability to develop new programming to enhance the community well-being.
* Willingness to advance oneself in additional training pertaining to the position.
* Ability to use pertinent software.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** *Must be able to use body members to work, move or carry objects or materials. This position requires some: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion. Employee may be exposed to such elements as diseases, toxic chemicals, and inclement weather. Employee must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently. Physical demand requirements are at levels of those of light work*.

**DATA CONCEPTION:** *Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics of the facility.*

**INTERPERSONAL COMMUNICATION:** *Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.*

**LANGUAGE ABILITY:** *Requires ability to read a variety of informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.*
**INTELLIGENCE:** *Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.*

**VERBAL APTITUDE:***Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages of the job.*

**NUMERICAL APTITUDE**: *Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide.*

**FORM/SPATIAL APTITUDE:** *Requires the ability to inspect items for proper usage for the event or program. This includes computers, monitors, printers, audio visual devices ect.*

**MOTOR COORDINATION:** *Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.*

**MANUAL DEXTERITY:** *Requires the ability to handle a variety of office equipment and supplies. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.*
**COLOR DISCRIMINATION:** *Requires the ability to differentiate between colors and shades of color.*
**INTERPERSONAL TEMPERAMENT:** *Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.*

**PHYSICAL COMMUNICATION:** *Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).*

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Department Head Name**

**Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**