

**Title:** Coleman-Bush Building Administrator  
**PG:** 45  
**Status:** Non-Civil Service  
**Position Reports to:** Recreation Supervisor III  
**Department:** Parks and Recreation

**Class Code:** 2016  
**Date:** 07/09

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible administrative and supervisory work in directing the overall operation of the Coleman-Bush Community Center. Work involves responsibility in the development, coordination, and supervision of a comprehensive recreation program. This position is responsible for administrative and supervisory work in directing the overall operation of the facility and/or recreation program. Work performance is reviewed through periodic oral and written reports to the Recreation Supervisor III or his designated representative.

### **ESSENTIAL FUNCTIONS:**

1. Administers a general program of recreation at an assigned recreation facility.
2. Hires, schedules, and supervises contractual employees
3. Directs and schedules the operation of the Building.
4. Trains employees in proper operations of the Center and/or program with good public relations.
5. Makes regular inspection visits of the area and facility for cleanliness, and needed repairs.
6. Provides excellent public relations with patrons, community groups and City departments.
7. Maintain statistical records and fiscal records
8. Prepares related publicity for facility and programs
9. Prepares recommendations for improvement of existing programs or development of new programs
10. Fulfill duties and job responsibilities in absence of employees and/or contractual employees
11. Maintains and manages operating budgets.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.
2. Assists with special events

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

1. Considerable knowledge of modern business procedures.
2. Considerable knowledge of Microsoft software and internal developed software.
3. Knowledge of public safety.
4. Ability to assess community needs.
5. Ability to plan, assign, coordinate and supervise the work of subordinates.
6. Ability and willingness to establish and maintain effective working relationships with the public, city departments and co-workers.
7. Ability to solve administrative problems.
8. Ability to present oral and written material clearly and concisely.
9. Ability to make sound independent judgments.
10. Ability to mediate, troubleshoot, problem solve and diffuse potential difficulties.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 20 pounds of force on a recurring basis, routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major course work in public administration, social science, business administration or a related field of study.
2. One (1) year of experience in the administration of a community center or public programs.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must maintain a valid First Aid/CPR certification.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.