



City of Lindsay

JOB DESCRIPTION

WELLNESS CENTER DIRECTOR

Class Title: WELLNESS CENTER DIRECTOR
Department: McDERMONT
Location: 860 N SEQUOIA

GENERAL PURPOSE

Performs a variety of supervisory, administrative and technical work in the current and long range planning of the success and development of Wellness Center and its employees by planning, organizing, implementing, and controlling the continuing Wellness Center operations and activities for the City of Lindsay within the economic resources of the City. The Director oversees the day to day operations of Wellness Center.

SUPERVISION RECEIVED:

Works as a Department Head under the general guidance and direction of the City Manager and Assistant City Manager.

SUPERVISION EXERCISED

Exercises supervision over all employees of Wellness Center, McDermont Field House, including recreation and the after school program. May supervise other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Serves as director of operations in the development of short and long range plans; works within the assigned annual fiscal budget, reports profits and losses and makes recommendations to the City Manager for future progress; coordinates department activities with other departments and agencies as needed.

Prepares and provides technical and professional documents, including an annual budget for the Department; makes presentations to supervisors, city council, boards, commissions, civic groups and the general public as needed.

Is responsible for providing training and safety education, including ADA training, to all Wellness Center personnel.

Determines work procedures, prepares work schedules, and expedites workflow.

Maintains harmony among workers and resolves grievances;
Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Prepares and writes grant application components relating to sports facilities, recreation, after school programs, etc.

Responds to local citizens and/or promoters inquiring about events to be held at Wellness Center.

Coordinates, supervises, and manages all events at Wellness Center and ensures the proper fee schedule is followed and that the person hosting the event is in compliance with all Wellness Center policies and procedures, including the payment of required deposits.



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PERIPHERAL DUTIES

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of sports, recreation, after school programs, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Knowledge and experience in the development and objectives of community recreation, large community events, and service programs and facilities.
- (B) Knowledge and experience stimulating community interest and promoting membership drives, recreational sports, and other events within Wellness Center and the City of Lindsay.
- (C) Knowledge of effective techniques of supervision and training.
- (D) Ability to effectively communicate in oral and written form.
- (E) Ability to develop comprehensive plans, budgets, safety briefs, etc.
- (F) Ability to establish and maintain effective working relationships with City employees and officials, school district officials, outside agencies, and the general public.
- (G) Ability to resolve conflict between employees and members of the general public.
- (H) Ability to hold employees responsible and accountable for their actions.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of budgeting, computer literacy skills, including spreadsheets and word processing documents, ability to effectively supervise;
- (B) Ability to effectively promote the facility sufficient to generate the necessary revenue resulting in a self sustaining facility and ability to pay its own debt service;
- (C) Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Additional requirements may include some travel, working in varying climates and temperatures, attending frequent meetings during evening hours, and working an irregular schedule.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 30 pounds.



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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, however, the noise level can be high during events in and out of the facility.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.