



City of Lake Oswego, Oregon

Job Description

LORAC FACILITY SUPERINTENDENT

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 570

Job Code: 5044

Class Summary

Under general direction, administers and directs functions and programs of a multi-disciplinary municipal parks and recreation system. Plan, direct, and manage service operations, budgets and personnel of the Lake Oswego Recreation and Aquatics Center (LORAC) and Oswego Hall (formally known as the Golf Course Clubhouse-LORAC is considered both of these facilities). The LORAC Facility Superintendent manages the LORAC facility operations, maintenance, and oversight of aquatics and fitness division activities and the administration support functions for the LORAC. The LORAC Superintendent plans, organizes, supervises and promotes recreation services for the LORAC; establishes criteria and outcomes in conjunction with overall department goals and objectives; and is responsible for the budgetary and fiscal oversight of the LORAC building operations, maintenance of the building, the aquatics, and fitness division activities and administrative support services. Work is performed under the supervision and direction of the Parks & Recreation Deputy Director with considerable independence and latitude to allow professional judgement to be exercised in providing leadership and making decisions.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Directs the work of the LORAC maintenance, aquatics, fitness, and administrative support service divisions within the Parks & Recreation Department.
2. Assists the Deputy Directors in maintaining policies and procedures pertaining to The Commission of Accreditation of Parks & Recreation Agencies (CAPRA) accreditation procedures and develops and maintains policies and procedures for facility operations, and guides the development of LORAC activities and service programs to ensure consistency and coordination with other City departments and City goals.
3. Responsible for the selection, supervision and evaluation of assigned staff; ensures appropriate training and development of LORAC maintenance, aquatics, fitness and front desk, and administrative support employees.
4. Responsible for the daily operations of the LORAC and Oswego Hall facilities, and ensures the safety of patrons and the general public; follows general guidelines, professional and administrative standards, local, state, and federal laws.

5. Responsible for participation as a liaison for the Department with the Lake Oswego School District and will inform the Director and Assistant Director on operational and planning matters pertaining to the partnership with the District.
6. Assists the Deputy Director and Director in preparation of long-range planning and capital improvements for the LORAC and Oswego Hall. Develops and oversees the implementation of long-range goals and strategies addressing the need for recreation services and facilities.
7. Develops long-range vision and operational goals in conjunction with the Parks, Recreation and Natural Resources Advisory Board (Parks Board), and the City Council; and researches and evaluates new information, trends, and developments in other agencies; prepares reports and makes presentations on policy alternatives and the impact on programs and facility operations.
8. Develops cost effective fiscal management for programs and facilities; develops and monitors the budget, and assists with department budget planning.
9. Develops and applies appropriate tools for marketing and promotion, monitoring, analyzing and evaluating aquatics and fitness activities, including customer satisfaction surveys; prepares relevant statistical reports; implements needed improvements or recommends changes in services, facility, and operations.
10. Reviews diverse divisional programs and operations for improved efficiency, and sets and adjusts priorities and policies.
11. Prepares requests for proposals; develops and monitors contracts for services.
12. Develops collaborative and supporting relationships with other Lake Oswego City departments, representatives of the business and civic community, and not-for-profit organizations.
13. Seeks alternate funding sources; develops and implements funding strategies, obtains sponsorships, writes grants; administers and revises contracts and agreements for services.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Principles and practices of policy, planning, implementation, evaluation, and management of recreation facilities, programs and services.
- Management theory and techniques, principles, practices and methods of park and recreation administration including business plan development and project management.
- Current state and federal laws applicable to aquatic and recreation facility safety and operations.
- Knowledge of CAPRA accreditation processes and procedures.
- Community recreation and aquatics resources, LO School District processes and procedures as pertains to the LORAC operations and other community organizations.
- Techniques in facilitating and managing meetings.
- Marketing research and promotional techniques.
- Customer service measurement and improvement practices.
- Principles and practices of revenue development.
- Basic principles of contract development; special project management.
- Conflict resolution techniques.
- Personal computers and related registration and scheduling software applications.
- Report preparation and presentation.

Skills and Abilities to:

- Apply management theories and practices.

- Plan, direct, organize, and evaluate the work of operations and maintenance, aquatics, fitness activity and administrative support personnel.
- Write clear and concise reports, letters, and other written materials; requests for proposals.
- Develop and monitor a business plan and various program and activity budgets.
- Facilitate consensus among stakeholders; exercise sound judgment.
- Manage and/or staff special projects and assignments.
- Analyze complex issues and solve problems.
- Handle pressure and/or difficult situations in a calm and defusing manner.
- Plan, organize, and conduct meetings.
- Coach, train, mentor, evaluate, and discipline staff.
- Work independently, with good judgment and political sensitivity.
- Develop and maintain partnerships and effective information and resource sharing.
- Make public presentations, display excellent interpersonal skills, and political savvy.
- Provide excellent customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through graduation with a Bachelor's degree in Parks and Recreation Management, or Public Administration, or other work-related field, and five years of related management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Certified Parks & Recreation Professional (CPRP) NRPA certification preferred.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Positions in this classification must obtain either Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certifications within 6 months of hire.

Will be required to work some evenings and weekends. Duties will occasionally involve dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This 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.