

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: CV STARR MANAGER

REPORTS TO: Director of Finance **TYPE:** Mid-Management – **FLSA:** Exempt

*Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Under general direction of the Finance Manager, responsible for the planning, organizing, staffing, directing and control of CV Starr, including planning, budget control, work standards, staff training, staff supervision, community coordination, revenue production, leadership, program development and facility management. Provides managerial and leadership direction in all areas of City community recreation, including but not limited to: Aquatics, Sports and Enrichment programs, and athletic facilities.

FAIR LABOR STANDARDS ACT EXEMPTION:

The incumbent of this position spends more than 50 percent of his/her time as a mid-manager performing office work directly related to management policies or general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

TYPICAL DUTIES AND RESPONSIBILITIES: (MAY INCLUDE BUT NOT LIMITED TO THE FOLLOWING)

- Plans, organizes, and administers CV Starr operations, either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the Center in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Fort Bragg City Council.
- Directs and coordinates the development and implementation of goals, objectives, and programs for CV Starr; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual capital improvement and operating budgets for CV Starr; authorizes and monitors budget transfers, expenditures, and purchases based on adopted budget.
- Advises the City Council on issues, programs, and financial status; prepares and recommends short- and long-term plans for service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future needs.
- Oversees the administration, construction, use, and maintenance of all CV Starr infrastructure, facilities, and equipment.
- Plans, develops, and directs the implementation of public information and community outreach programs to market CV Starr services.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District.
- Oversees the selection, training, professional development, and work evaluation of CV Starr staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures that the City Council and City Manager is kept informed of CV Starr functions, activities, and financial status, and of legal, social, and economic issues affecting activities.
- Performs other duties as assigned.

JOB TITLE: CV STARR MANAGER

MATERIALS, EQUIPMENT AND TOOLS:

Personal computer and programs such as Microsoft Word, Excel and Publisher, telephone, FAX machine, calculator (10-Key type), copier, postage meter, printer, copier, scanner, binding machine, and scanner.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, an appropriate valid driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration, and accountability.
- Principles, practices, and procedures of public administration.
- Functions, services, and funding sources of a governmental agency.
- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and CV Starr staff, in person and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of CV Starr.
- Work cooperatively with, provide staff support to, and implement the policies of the City Council.

DESIRABLE EXPERIENCE/EDUCATION:

Equivalent to graduation from a four-year college or university with major coursework in recreation and parks, business or public administration, public policy, management, or a related field, and seven (7) years of administrative or management experience in a public agency, preferably including recreation and/or parks services.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

NOTE: Accommodations may be made for some of the non-essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.

JOB TITLE: CV STARR MANAGER

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Human Resources: _____ Date: _____

Department Head: _____ Date: _____

Approved by: _____ Date: _____
(City Manager Signature)

I have read and understand the contents of the job description:

Employee Signature: _____ Date: _____

