

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Facility Supervisor - Parks and Recreation Building and Pavilion

SALARY RANGE: AFSCME 3636 Grade J Pay Range: \$48,996 - \$60,308

Excellent benefit package, including medical, dental, vision, retirement; holidays, vacation, and more.

This position is responsible for overseeing the daily operations of the Parks & Recreation Building and the Pavilion including scheduling and maintaining the facility, supervision of building attendant staff, activities and programs.

REPRESENTATIVE JOB DUTIES

- Supervise facility staff and volunteers including selection, training, scheduling, evaluating, and motivating.
- Manage facility rentals including fees and lease arrangements at the Pavilion, Parks & Recreation building, Burgh Historical Site and the Arts and Activities building.
- Develop and oversee budget and accounting activities for the facility.
- Ensure clean, safe facility with regular inspections and maintenance provisions.
- Maintain daily contact with various City Departments and vendors.
- Interact with facility users, suppliers, community organizations, etc., to provide information and solve problems.
- May develop and maintain a variety of recreational programs and special events appropriate for the facility.
- Manage and maintain the community garden.
- Must be available for some evening hours and special events.
- Assist in promotional activities for the facility.
- On call for emergencies and all other related duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree or equivalent in Recreation or closely related field.
- Minimum three years of recent related fulltime experience.
- Specialized experience in facility management is preferred, not required.
- Minimum three years of supervisory experience.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- A valid Michigan driver's license and a good driving record.
- Ability to perform administrative duties including, producing legible reports, and using various software programs.
- Work flexible hours including some nights and weekends.
- Ability to perform various physical duties as needed; such as set-up and tear down of equipment, tables and chairs with or without accommodation.

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department,
26000 Evergreen Road, Southfield, MI 48076

A Completed City of Southfield application packet is required to be considered for this position.

Applications may be downloaded from the City's website at www.cityofsouthfield.com

Completed applications can be emailed to: sfldjobs@cityofsouthfield.com

City of Southfield Application Packet Must Be Received in the Human Resources Department no later than 5:00 P.M.

Wednesday, July 14, 2021

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

JS: June 15, 2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.