

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

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

JOB TITLE: Recreation Operations Manager – Parks & Recreation

ACS - Pay Grade N: \$65,566 - \$80,701

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

Representative Job Duties:

- Direct and support the Senior Adult Division, Facility Supervisors, Recreation Programmers and the Customer Service Manager whose responsibilities include: special events, youth and adult athletics, senior adult programs, therapeutic programs, youth and teen programs, camps, pools, ice arena, cultural art programs, recreation center activities, and recreation classes. Interview, hire, train, and evaluate staff.
- Assist in the planning and administration of the Department's yearly budget; Oversee division budget and accounting procedures; Forecast future recreation program needs and plan new programs; develop, prepare and present reports on recreation programs and related activities.
- Respond to citizen inquiries and/or complaints regarding departmental issues, via direct contact or written communication, in order to resolve problems and/or concerns; Work in cooperation with other City department personnel, School District personnel, and other civic groups to promote and maximize recreational opportunities for all residents.
- Perform other related duties as assigned.

Required Qualifications, as determined by the City of Southfield:

- Bachelor's degree or equivalent in Recreation, or related field and a minimum of four years of increased responsibility resulting in thorough knowledge of public recreation programs or related field.
- Six years of progressive supervisory and administrative experience sufficient to effect knowledge of supervisory techniques, staff training, motivation, and evaluation and budget preparation methods.
- Highly effective interpersonal skills; public speaking experience is desirable. Must be very detail-oriented and extremely organized, able to schedule and meet deadlines and work with budgets.
- Must possess a valid Michigan driver's license and a good driving record as determined by the City of Southfield's Driving Standards;
- Must be available to work varied shifts and times to meet the needs of the programs, meetings and special events.

Please submit a letter of interest, highlighting your professional accomplishments and applicable experience, along with a complete City of Southfield Employment Application package. Only those candidates who most closely meet our selection requirements will be invited to continue in the application process.

Apply to: 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 packets must be received in the Human Resources Department no later than 5:00 p.m.

Friday, November 6, 2020

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

Vr: October 7, 2020



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