



**CITY OF DENTON**  
invites applications for the position of:  
**Recreation Center  
Manager - MLK/Denia**

An Equal Opportunity Employer

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**SALARY:** \$3,608.80 - \$5,125.47 Monthly  
\$43,305.60 - \$61,505.60 Annually

**OPENING DATE:** 03/10/10

**CLOSING DATE:** 04/01/10 05:00 PM

**JOB DESCRIPTION:**

Responsible for meeting the recreation and leisure needs of the citizens of Denton by managing a Recreation Center and supervising Center employees

**JOB DUTIES:**

Management Responsibilities

- Hires, trains, supervises, and evaluates full-time and seasonal staff
- Prepares and monitors operational budgets for cost center
- Analyzes financial reports and reports trends and issues
- Generates administrative reports
- Reviews departmental policies and procedures and makes recommendations
- Assists the Superintendent or Program Area Manager in achieving established strategic planning goals
- Plans, organizes, and evaluates all aspects and programs within the Recreation Center
- Promotes the expansion of revenue potential in the facility through various innovative resources
- Develops long term scheduling and planning for work group
- Develops goals, strategies, and management plans to provide effective center operations
- Represents the City on various committees and organizations

Supervisory Responsibilities:

- Directly supervises the daily operations, scheduling, and program delivery of the Recreation Center to meet the needs of the local community
- Coordinates building inspection, maintenance, and repair of building and surrounding park
- Develops specifications and bid documents for equipment and material
- Familiar with City of Denton policies, monitors employees for compliance and takes disciplinary action as required
- Prepares performance evaluations, counsels and interviews employees on job performance

Leadership Responsibilities

- Coordinates with other city departments to incorporate joint work efforts
- Trains and mentors employees in technical, management, and leadership responsibilities

- Understands, demonstrates, and clearly articulates the mission of the City of Denton and Parks and Recreation Department
- Understands customer base and seeks to meet the needs of the community
- Applies principles outlined in Seven Habits of Highly Effective People training
- Enables and empowers employees to work more effectively
- Seeks opportunities for training and increasing knowledge in facility management

#### Team Responsibilities

- Facilitates meetings using meeting management skills
- Understands and implements problem solving and conflict management techniques
- Understands and implements team building techniques
- Ability to get along with customers and co-workers
- Regular and punctual attendance

#### MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent and eight (8) years experience in the recreational field with three (3) years experience in a supervisory capacity

OR

- Any combination of education, experience, and/or certifications that will provide the necessary knowledge and skills to be an effective Recreation Center Supervisor.

#### ADDITIONAL INFORMATION:

- Must have a valid Class "C" Driver's License prior to employment (must obtain Texas Class "C" driver's license within 30 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Defensive Driving within six (6) months of employment
- CPR and First Aid Certification within six (6) months of employment

Applicants must satisfy all conditions of employment as outlined in the position announcement.  
All applicants must pass a pre-employment drug screen prior to employment.

*"We are committed to achieving a diversified workforce!"*  
ADA/EOE/ADEA.  
[www.cityofdenton.com](http://www.cityofdenton.com)

*"Dedicated to Quality Service"*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofdenton.com>

Job #09-00068  
RECREATION CENTER MANAGER - MLK/DENIA  
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OUR OFFICE IS LOCATED AT:  
601 E. Hickory St. Suite A  
Denton, TX 76205  
940-349-8340  
[hr@cityofdenton.com](mailto:hr@cityofdenton.com)

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**Recreation Center Manager - MLK/Denia Supplemental Questionnaire**

- \* 1. Please indicate the highest level of education obtained:
- High School/GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree or Higher
  - None of the Above
- \* 2. Please indicate the number of years experience you have in the recreation field:
- Less than 1 year
  - 1-2 years
  - 3-4 years
  - 5-6 years
  - 7-8 years
  - 9+ years
3. Please list the positions you have held in the recreation field (If none, write N/A):
- \* 4. Please indicate the number of years supervisory experience you have in the recreational field
- Less than 1 year
  - 1-2 years
  - 3-4 years
  - 5+ years
5. Please list the number of full-time and part-time staff you have supervised for each of the positions you have held (If none write N/A):
- \* 6. Have you prepared and monitored an annual operational budget?
- Yes
  - No
7. If yes, for how many years and what was the dollar amount of each budget?
- \* 8. Do you have grant writing experience?
- Yes
  - No
- \* Required Question