

ORDINANCE NO. 54-18

AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE RECREATION CENTER, AND ACCEPTING THE UPDATED JOB DESCRIPTIONS OF PROGRAM MANAGER AND PROGRAM SPECIALIST; AND DECLARING AN EMERGENCY.

WHEREAS: Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio, pertaining to the Recreation Center presently reads as follows:

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Recreation Center Director	Pay Grade 112 (annual salary paid bi-weekly)
1	Recreation Center Aquatics Manager**	13 A-F
1	Recreation Center Program Manager**	13 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	8 A-F
1	Recreation Center Recreation Supervisor	8 A-F
	Part-time Employees*	Section 31.02(E)

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.

** That Nita Justice (Program Manager) and Darlene Donkin (Aquatics Manager) shall continue to be paid \$31.44 per hour until the hourly pay for pay grade 13F catches up. (Ord. 23-06, 171-10, 207-10, 134-11)

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio pertaining to the Recreation Center shall be amended to read as follows:

RECREATION CENTER

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Recreation Center Director	Pay Grade 112 (annual salary paid bi-weekly)
1	Recreation Center Aquatics Manager**	13 A-F
1	Recreation Center Program Manager**	13 A-F 11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	8 A-F 7 A-F

* That the Recreation Center Director is responsible for notifying the Finance Director in writing when an employee is eligible to advance to the next pay step. The Finance Department shall process the pay increase to be effective the second pay period after proper notification.

** That Nita Justice (Program Manager) and Darlene Donkin (Aquatics Manager) shall continue to be paid \$31.44 per hour until the hourly pay for pay grade 13F catches up. (Ord. 23-06, 171-10, 207-10, 134-11, 54-18)

SEC. 2: That in accordance with Section 31.07, the job descriptions for Program Manager and Program Specialist positions are hereby accepted and approved.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to fill the Program Specialist position as soon as possible; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: March 26, 2018

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: March 27, 2018

SIGNED: Dennis Hanwell
Mayor

The City of Medina
Job Description

ORD. 54-18

Title: Program Manager
Reports to: Recreation Center Director
Department: Recreation
Civil Services Status: Classified
Job Status: Full Time
Exempt Status: Non-Exempt

Classification Features: As part of an evolving, fast paced organization with a strong customer service orientation, the individual in this classification is primarily responsible for overseeing various facility areas and all programming, with the exception of aquatics for the Medina Community Recreation Center (MCRC). This employee is under the general supervision of the Center Director.

Essential Job Functions:

Assesses the recreational needs of the community and plans, implements and evaluates all programs, with the exception of aquatics.

Directs and manages all program staff including full-time Program Specialist, part-time Marketing Coordinator and Senior Activities Coordinator.

Manages additional part-time staffing by hiring, training, scheduling, supervising and evaluating various program personnel.

Oversees budgets, staffing, supervision and payroll of Rascal Room and Program department.

Conducts meetings with Program Specialist to increase communication, identify goals and objectives and review daily operations.

Conducts part-time staff meetings to ensure proper training and development.

Reviews and responds to all program and Rascal Room related patron comments and suggestions.

Serves as site administrator for software programs.

Coordinates registration for all programs, in conjunction with brochure seasons, with the exception of aquatics.

Prepares monthly reports and statistics as needed for various areas including budget updates, program expenditures, revenue projections, program participation counts and Rascal Room usage.

Coordinates development of marketing materials, in partnership with community vendors, and marketing coordinator.

Maintains contracts, invoices, and day to day interactions with independent contractors and personal trainers.

Maintains community partnerships, and attends committee meetings, to represent the department in programming initiatives.

Assists in support of Program Specialist in day to day operations of large programs including summer camp and youth basketball.

Assists in implementation of community wide special event programming.

Instructs programs and activities as necessary.

Develops and coordinates community wellness programming.

Maintains regular and consistent attendance in accordance with the overall needs of the department.

Assists fellow employees as required and works closely with fellow staff members and community in carrying out department goals.

Assists Center Director with budget preparation and implementation for areas of responsibility.

Serves as full-time Manager on Duty, as assigned, and assists in overall facility supervision and customer relations.

Assists in developing and maintaining Standard Operating Procedure and Policy manuals.

Attends seminars, conferences and workshops to gain and maintain knowledge of job and further upgrade department programs and day to day operations.

Interprets and enforces city and department policies, procedures, rules and regulations.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Sports Management, Public Leisure, Recreation or Business with at least 4 to 6 years of increasing responsibility in professional recreation experience. Experience may include work in a private, public or military recreation delivery system. Advanced degree may be applied toward experience requirement.

Licenses:

Valid driver's license issued by the State of Ohio.

Certification:

Cardiopulmonary Resuscitation/ AED

First Aid

QUALIFICATIONS:

Knowledge of:

- Philosophies, principles, methods and practices used in coordinating recreation services that include facilities and diverse programs for patrons of all ages.
- Facility operations, including front desk, aquatics, fitness, programs, child care, custodial and maintenance as well as risk management.

Skilled in:

- Personal computer use;
- First aid;
- Public recreations and its application at a local level;

- Guest relations and customer service;
- Administration, organization, finance and communication; and
- Facility operations, including personnel supervision, policy and program development, facility management, fiscal control, planning and development, public relations and marketing and computer applications.

Ability to:

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Direct and supervise both experienced and inexperienced employees;
- Understand and follow complex oral and written instructions;
- Provide administrative and professional leadership and direction to Department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching. This individual must have the strength and ability to walk for long periods of time.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and various locations throughout MCRC. The position includes a high incidence of interaction with fellow employees and patrons.

WORKING CONDITIONS:

May be required to work outside normal business hours including weekends, evenings and holidays.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Program Specialist

REPORTS TO: Recreation Center Program Manager

DEPARTMENT/DIVISION: Recreation

CIVIL SERVICES STATUS: Classified

JOB STATUS: Full-time

EXEMPT STATUS: Non-exempt

CLASSIFICATION FEATURES: As part of an evolving, fast-paced organization in a strong customer service environment, the individual in this classification is primarily responsible for overseeing all programming and special events for the Medina Community Recreation Center (MCRC). The employee in this classification is under the general supervision of the Recreation Center Program Manager.

ESSENTIAL JOB FUNCTIONS:

Assists in planning, directing and coordinating all MCRC programming for participants of all ages and interests.

Oversees program operations, including but not limited to planning, space arrangement, enrollment, problem solving, facility management and program evaluation.

Develops community wide special events and serves on committees for events related to the MCRC.

Solicits sponsorships and donations for programs and activities.

Coordinates promotions and public relations, including program brochures and other marketing materials.

Plans and implements day camp programs and summer activities.

Assists in supervision of part-time programming staff and independent contractors.

Recruits volunteers to assist with program development and implementation.

Assures that all personnel involved in programs have necessary certifications and training to perform duties and develops training programs if necessary.

Plans and implements recreational programs and special events with co-sponsors and a variety of interest groups.

Interprets and enforces City and Department policies, procedures, rules and regulations.

Inspects recreational sites to ensure safety.

Assists in the implementation of community wide wellness programming.

Assists in the scheduling, and implementation of fitness and wellness programming.

Provides sports programs for all ages promoting healthy lifestyle choice.

Maintains regular and consistent attendance.

Attends Department related functions as required including evening meetings and weekend and holiday programs as scheduled.

Assist in coordinating registration for all programs and activities with exception of aquatics programs.

Attends seminars and workshops in an effort to improve Department programming.

Assists fellow employees as required and works closely with fellow staff members and community in carrying out Department goals.

Assists with the staffing and daily operations of the Rascal Room child activity center.

Instructs programs and activities as necessary.

Serves as full-time Manager on Duty, as assigned, and assists in overall facility supervision and customer relations.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Sports Management, Public Leisure or Recreation and increasing responsibility in professional recreation experience including work in a private, public or military recreation delivery system. Advanced degree may be applied toward experience requirement.

License:

Valid driver's license issued by the State of Ohio

Certification:

Cardiopulmonary Resuscitation/AED and First Aid

QUALIFICATIONS:

Knowledge of:

- Municipal recreation programs, including the principles of programming for all patrons from children to senior adults; and
- Public recreation and its application at a local level.

Skilled in:

- Overseeing various department functions such as program development, marketing and budgeting; and
- Customer service and guest relations.

Ability to:

- Supervise employees and volunteers;

- Communicate effectively in writing or orally with co-workers, supervisors and the general public in person or over a telephone or radio;
- Read and write reports, correspondence and instructions;
- Operate motor vehicles safely;
- Understand and follow complex oral and written instructions; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

PHYSICAL DEMANDS:

This position involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching. This individual must have the strength and ability to walk during long periods of time.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and throughout MCRC. The position includes a high incidence of interaction with fellow employees and patrons.

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