

ORDINANCE NO. 159-21

AN ORDINANCE AMENDING SECTION 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE RECREATION CENTER SUPERVISOR AND ACCEPTING THE REVISED JOB DESCRIPTION FOR FACILITY SUPERVISOR.

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, pertaining to the Recreation Supervisor:

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	11 A-F
1	Recreation Center Program Manager	11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	7 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.
(Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20)

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 Recreation Supervisor position 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	11 A-F
1	Recreation Center Program Manager	11 A-F
1	Recreation Center Office Administrator	10 A-F
1	Recreation Center Financial Assistant	9 A-F
1	Recreation Center Program Specialist	7 A-F
1	Recreation Center Recreation Facility Supervisor	8 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.
(Ord. 23-06, 171-10, 207-10, 134-11, 54-18, 1-20, 13-20, **159-21**)

SEC. 2: That Section 31.07 of the Salaries and Benefits Code of the City of Medina is hereby amended by accepting the revised job description of Recreation Supervisor, renaming the position to Facility Supervisor, pending approval by the Law Director.

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 in full force and effect at the earliest period allowed by law.

PASSED: September 27, 2021

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: September 28, 2021

SIGNED: Dennis Hanwell
Mayor

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ORD 159-21

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**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Recreation Supervisor

REPORTS TO: Recreation Center Director

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, the individual in this classification will be responsible for a multitude of tasks within the Medina Community Recreation Center (MCRC). This individual is primarily responsible for the overall supervision of the specific facility area, personnel and daily operations during various facility hours. The individual in this position is under the general supervision of the Recreation Center Director.

ESSENTIAL JOB FUNCTIONS:

Manages part-time facility staffing including hiring, training, scheduling and supervising of employees in the Fitness Room, Field House and Café, the Building Monitors and the Rental Coordinator.

Conducts monthly part-time staff meetings, as required, to provide appropriate training and development.

Maintains proper operation of Fitness Room equipment including cleaning and maintenance.

Reviews facility rental requests including appropriate facility use and staffing coverage.

Oversees the facility set-up required for MCRC sponsored rentals, programs and special events.

Coordinates all part-time and full-time staffing certifications in Cardiopulmonary Resuscitation/AED and First Aid, excluding lifeguard certifications.

Researches new equipment purchases for facility and maintains facility equipment inventory.

Maintains Emergency Action Plan and Procedures and Facility Area Staff Manuals.

Assists Center Director with developing and maintaining standard operating procedures policy and operational manual and employee handbook.

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

Reports details of day-to-day operations of MCRC to Center Director on a regular basis.

Oversees daily operations of the café/vending facilities.

Maintains regular and consistent attendance.

ORD 66-19

Prepares monthly reports and statistics regarding facility usage and participant counts.

Assists Center Director in preparing facility budget and bi-weekly staffing payroll.

Assists Center Director in coordinating custodial and maintenance responsibilities and concerns with the Medina City School staff.

Oversees patron safety, security, and disciplinary issues.

Serves as full-time Manager on Duty as assigned.

Serves as the person in charge in the absence of the Center Director.

Attends seminars, conferences and workshops to gain knowledge to further upgrade Department programs and day-to-day operations.

Attends Recreation Board meetings, when required.

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

Able to perform the physical demands that include but are not limited to having the strength and endurance to walk during long periods of time, along with the ability to spend time standing, bending, stooping, crawling, squatting, lifting, kneeling, reaching throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Sports Management, Public Leisure or Recreation.

Increasing responsibility in professional recreation 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
First Aid

QUALIFICATIONS:

Knowledge of:

- Comprehensive recreation programs; and
- Principles of 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.

Ability to:

- Supervise part-time employees;
- 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;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers; and
- Provide administrative and professional leadership and direction to Department personnel.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and throughout the Recreation Center. 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.

EQUIPMENT USED:

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: ~~Recreation~~ Facility Supervisor
REPORTS TO: Recreation Center Director
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, the individual in this classification will be responsible for a multitude of tasks within the Medina Community Recreation Center (MCRC). This individual is primarily responsible for the overall supervision of the specific facility area, personnel and daily operations during various facility hours. The individual in this position is under the general supervision of the Recreation Center Director.

ESSENTIAL JOB FUNCTIONS:

Manages part-time facility staffing including hiring, training, scheduling and supervising of employees in the Fitness Room, ~~Field House and Cafe, the Building Monitors and the Rental Coordinator.~~
Facility Attendants, and Facility Monitors.

Conducts ~~monthly~~ part-time staff meetings, as required, to provide appropriate training and development.

Maintains proper operation of Fitness Room equipment including cleaning and maintenance.

Reviews facility rental requests including appropriate facility use and staffing coverage.

Oversees the facility set-up required for MCRC sponsored rentals, programs and special events and assists with staffing and coordination.

Coordinates all part-time and full-time staffing certifications in Cardiopulmonary Resuscitation/AED and First Aid, excluding lifeguard certifications.

Researches new equipment purchases for facility and maintains facility equipment inventory.

Maintains Emergency Action Plan and Procedures and Facility Area Staff Manuals.

Assists Center Director with developing and maintaining standard operating procedures policy and operational manual and employee handbook.

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

Reports details of day-to-day operations of MCRC to Center Director on a regular basis.

Oversees daily operations of the ~~cafe~~ vending facilities.

Maintains regular and consistent attendance.

Prepares monthly reports and statistics regarding facility usage and participant counts.

Assists Center Director in preparing facility budget and bi-weekly staffing payroll.

Assists Center Director in coordinating custodial and maintenance responsibilities and concerns with the Medina City School staff.

Oversees patron safety, security, and disciplinary issues.

Serves as full-time Manager on Duty as assigned.

Serves as the person in charge in the absence of the Center Director.

Attends seminars, conferences and workshops to gain knowledge to further upgrade Department programs and day-to-day operations.

Attends Recreation Board meetings, when required.

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

Able to perform the physical demands that include but are not limited to having the strength and endurance to walk during long periods of time, along with the ability to spend time standing, bending, stooping, crawling, squatting, lifting, kneeling, reaching throughout the day.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's Degree in Sports Management, Public Leisure or Recreation preferred.

Increasing responsibility in professional recreation 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 and must remain insurable under the City of Medina's vehicle insurance plan.

Certification:

Cardiopulmonary Resuscitation/ AED
First Aid

QUALIFICATIONS:

Knowledge of:

- Comprehensive recreation programs; and
- Principles of public recreation and its application at a local level.

- Computers, programs and membership software, including but not limited to Microsoft Office, Excel, and Word.

Skilled in:

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

Ability to:

- Supervise part-time employees;
- 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;
- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers; and
- Provide administrative and professional leadership and direction to Department personnel.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office and throughout the Recreation Center and City of Medina's Parks. The position includes a high incidence of interaction with fellow employees and patrons.

WORKING CONDITIONS:

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

EQUIPMENT USED:

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.

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