

ISSUED: 2-27-23

CLOSES: 3-10-23

Position: **RECREATION FACILITY MANAGER II**
Salary: \$53,487 Annually
Department: Parks and Recreation/Recreation Services
Location: Glades Pioneer Park, 866 State Road 715, Belle Glade
Hours: 40 Variable hours/week, including evenings, weekends and holidays
Other: **SAFETY-SENSITIVE POSITION SUBJECT TO RANDOM DRUG TESTING.** Must be able to lift 25 pounds. Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment. Must obtain a FL Class C CDL with Air Brakes and Passenger Endorsements within six (6) months of hire.

Performs professional supervisory work with administrative responsibility in managing the operations of a multi-purpose or large recreation facility in a District/Regional Park inclusive of a neighborhood center, meeting rooms, outdoor athletic fields and other outdoor amenities. Plans/supervises the work of a large staff, prepares/monitors a large budget, ensuring quality recreation programs/services/facilities/events and stated goals and objectives are achieved within the limits of allocated resources. Supervises, trains and evaluates facility/program staff, contractual instructors/coaches and volunteers; ensures program consistency; liaises with other outside organizations/sport groups and other divisions/sections within the Parks and Recreation Department. Work is performed with considerable independence under general supervision and is reviewed through conferences, reports and evaluation of results obtained.

The Palm Beach County Board of County Commissioners provides an excellent benefits package, including medical, dental and life insurance as well as vacation and sick leave, paid parental leave, tuition reimbursement and participation in the Florida Retirement System.

QUALIFICATIONS:

Bachelor's Degree in Recreation, Leisure Services or related field; minimum of three (3) years of responsible experience in planning and directing recreation activities and/or managing public recreation facilities that includes two (2) years of related supervisory experience. Equivalency: Unrelated Bachelor's Degree and five (5) years of related experience including two (2) years of related supervisory experience.

Necessary Special Requirement: Must complete First Aid/Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) training within six (6) months of hire.

PREFERENCE FOR EXPERIENCE: Developing/evaluating recreation program plans (must specify on application); working with community/youth/adult sport groups; marketing recreation facilities/programs (must specify methods used to market programs); developing/maintaining inter-agency relationships (must specify agencies/organizations).

Visit www.pbcgov.jobs for job description and to apply online. May upload any Veteran's Preference documentation to online application (No e-mail applications/resumes accepted). **Online Applications are accepted no later than 5:00 p.m. on March 10, 2023. EO/AA M/F/D/V, Drug Free Work Place; All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.**