



Title: South Bellevue Community Center Program Date Printed: 06/23/2018  
Manager

Job Posted On: 06/01/2018

Posting Expiration Date: 06/30/2018

Work Location: Bellevue, Washington,

### **Description**

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The Parks & Community Services Department is seeking a skilled manager with a proven track record of motivating staff and providing innovative approaches to meet desired goals and outcomes. The chosen candidate will support a collaborative One City organizational approach and effort to achieve high performance.

The position will manage the daily operations of the South Bellevue Community Center at Eastgate Park; specifically develop and implement short- and long-range plans, as well as, operational policies and procedures; hire, train, supervise, and evaluate staff; maintain a strong operation partnership with Boys & Girls Clubs of Bellevue; develop, plan, promote, implement and evaluate programs and activities; and meet budget expenditure and revenue goals.

The South Bellevue Community Center, is a 33,000 sf facility featuring a fitness center, dance studio, two full gymnasiums, two classrooms, banquet room, indoor climbing wall, and challenge course and ziplines. The center is operated by the City of Bellevue in partnership with the Boys & Girls Clubs of Bellevue. Programs and activities are focused on active lifestyles, health and wellness, which are balanced with a wide variety of general recreation programs and events. The facility does create energy and a sense of community through effective use of the program space

The City of Bellevue is the primary program provider for preschool children, adults, older adults, specialized recreation, family special events, fitness and wellness, human services and rentals. The Boys & Girls Clubs of Bellevue provides programs and services primarily for youth and teens (K-19), and include after-school, late night, out-of-school activities, and sports leagues.

## Essential Duties and Responsibilities

- **Strategic Planning:** Establish strategic plan for accomplishing objectives; define, or assist in defining, program goals and objectives; establish methods and means of accomplishing program objectives; plan, organize and manage programs and services.
- **Programming:** Develop, plan, promote, implement and review a wide range of community programs. Ensure programs meet the broadest needs and interests of a diverse community including equity and accessibility.
- **Supervision:** Hire, train, supervise, and evaluate Community Center staff, and take corrective action as needed; develop and manage staff engaged in administering programs and implementing policies and procedures.
- **Facility Management:** Ensure facility and program equipment are kept in safe and operable condition; work with Resource Management on facility repairs and enhancements.
- **Community Relations:** Develop new and/or review existing, and evaluate operational policies, procedures and agreements related to the facility and partnership with Boys & Girls Clubs of Bellevue; ensure positive customer relations and successful resolution of customer complaints and issues; coordinate with City leadership, advisory boards, and regional authorities on program direction; negotiate and resolve significant and controversial issues.
- **Budget:** Develop program and/or facility budgets and track revenue and expenditures; develop pricing structure for activity fees, passes and instructor salaries; prepare informative financial reports and deliver persuasive, succinct presentations to senior management, elected officials and community groups as required.
- **Marketing:** Develop public relations marketing strategies, presentation and promotional materials, as well as distribution timelines.
- **Performance Measures:** Develop work plan, timeline, goals and objectives, appropriate outcomes and performance measures; ensure that performance measures and standards for program(s) are met; monitor performance; guide staff to make adjustments to program administration and strategy to ensure that standards are achieved.

## Supervision Received and Exercised

- Work under the general supervision of the Assistant Director.

- Supervise program staff, program supervisors and coordinators, and support staff.

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## **Required Skills**

### **Qualifications**

#### **Education and Experience Requirements**

- Graduation from an accredited four-year college or university with a degree in recreation, business, or public administration.
- Five or more years of progressively responsible related experience in program management, preferably in the public sector as well as supervisory, facility, and budgetary experience.
- Or, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Must pass a criminal background check prior to hire.

#### **Knowledge, Skills, Abilities, and Experience**

- Thorough knowledge of the principles and practices of public sector organization and program operations; knowledge of project management including planning, scheduling, monitoring, and problem solving; knowledge of the methods and procedures of budget development and control; considerable knowledge of City, state and federal laws and regulation relevant to the program area as well as departmental policies and procedures.
- Knowledge of principles and practices of effective employee management and motivation.
- Knowledge of databases and spreadsheet programs utilized by the City; knowledge of applicable information technology relative to service area.
- Excellent oral and written communication skills. Skill in public speaking, negotiating and customer service. Making reports and presentations about the program to City Council, other agencies, citizens, and business groups.
- Ability to relate and work with a diverse population with a broad range of interests and needs.
- Ability to interpret and apply policies and procedures to ambiguous situations.
- Ability to develop and maintain cooperative working relationships with a variety of citizens, business partners, community groups and City staff. Oversee the development of public involvement processes and community outreach.
- Ability to supervise the work of staff including coordinating, assigning, monitoring and evaluating work; hiring, training, developing, counseling and disciplining staff.
- Ability to prepare and analyze budgets, schedules, reports, policy and procedures manuals, and correspondence.
- Experience in facility management and scheduling.

#### **Other**

#### **Physical Demands**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet.

**Kind:** Full Time

**Level:** Manager

### **Apply**

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For further information about the job, please contact Shelley Brittingham via email at [sbrittingham@bellevuewa.gov](mailto:sbrittingham@bellevuewa.gov) or t 425-452-5213. Technical assistance with the online application should be directed to 855-452-5627.

*The City of Bellevue supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status. Persons needing assistance in the application process may call the Human Resources Office, at 425-452-6838.*

*Please apply online.*

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