



The Pleasure Driveway and Park District of Peoria, Illinois



August 18, 2015 Job Opening – Recreation Division Recreation Services Manager

POSITION: Full Time

REQUIREMENTS:

- Bachelor's degree in Business Administration, Finance, Accounting or related field. Although a degree is required, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Minimum of 2-4 years of experience in training and customer service. Experience with point of sale (POS) or registration system management preferred.
- Knowledge of business and management principles, human resources practices and procedures and administrative processes.
- Ability to maintain a high level of competency, with limited supervision, while working/managing the Recreation front desk and supervising staff.
- Ability to make decisions and effectively organize and lead a team.
- Knowledge and skill in the use of software tools, databases and communication techniques. Proficiency in MS Word, Excel, Outlook and Power Point. Ability to develop a strong base of knowledge of point of sale/registration software and how all transactions are processed.
- Ability to be well-organized, self-motivated and hard working as well as being detail/deadline oriented; demonstrates accuracy and thoroughness; looks for ways to improve quality and quantity of work.

DUTIES:

- Develops a thorough understanding of all Park District internal control and cash control procedures, financial transaction processing requirements and POS/registration software to establish, maintain and update Recreation front desk operating procedures, utilize software effectively and provide excellent customer service.
- Supervision to include: scheduling, evaluations and training of staff.
- Maintains records in compliance with Park District policy and regulatory requirements and submits forms for payroll processing.
- Responsible for reconciling and reporting all registration and other revenue or financial transactions daily to the Business Division.
- Responsible for training other facility and department employees in the operation of the POS/registration system and for reviewing/auditing the use of that system by the front desk staff, facilities and other departments/divisions to ensure compliance with established operating procedures and correct reporting of revenue to the departments that provide the service.
- Responsible for researching and answering questions from all PPD facilities and departments on the operation of the POS/registration system.
- Works with other departments to resolve any concerns or complaints associated with the system or process.
- Responsible for responding to customer concerns or complaints concerning any aspect of the Recreation front desk operations.
- Achieves assigned financial objectives by preparing assigned budgets, tracking expenditures, analyzing variances and taking corrective action as needed.
- Provides administrative support to Recreation Division Superintendent and supervisors as needed.
- Follows all safety procedures that pertain to the duties performed. Supports all aspects of the Park District safety program.
- Perform all other duties as assigned.

OTHER:

- Salary range: \$40,000 - \$45,000 per year.
- Under the supervision of the Superintendent of Recreation or his/her designee.
- Membership in AFSCME Council 31, Local 3774 will be required.

How to Apply: Applications are available at the Park District Administration Office or can be downloaded/printed from www.peoriaparks.org under "Join Our Team". Applicants may submit a resume, but to be fully considered for this position an application must be completed. Applications will be reviewed until position is filled.

To ensure full consideration, applications/resume should be forwarded in a timely manner to: PEORIA PARK DISTRICT - Human Resources Manager, 1125 West Lake Ave, Peoria, IL 61614 or fax to: (309) 686-3352.

PEORIA PARK DISTRICT
Human Resources Manager
1125 West Lake Ave
Peoria, Illinois 61614

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.