

## ICE RINK FACILITY MANAGER (13003, Grade 22)

The Maryland-National Capital Park and Planning Commission, Prince George's County, Department of Parks and Recreation, a nationally recognized and award-winning parks department, is seeking a Facility Manager in our Sports, Health and Wellness Division. The successful candidate will provide facility management, maintenance and operation of the new multi-functional Tucker Road Ice Rink. The incumbent will be responsible for applying technical expertise in the development and management of diverse sporting, recreation and cultural programs. Managers at this level are required to have a high degree of specialized knowledge and expertise.

The Ice Rink Facility Manager is responsible for delivering a high quality, well maintained facility, focusing on ice quality, operations, safety, fiscal health, and a customer-focused staff, who will help build customer loyalty. The manager will lead the operations of the ice rink and will have a working knowledge of the facility operations. The manager will have the ability to successfully manage multiple priorities, and gain the support of the public and staff.

**The salary range for this position is \$52,480 - \$71,139 annually**

### **EXAMPLES OF IMPORTANT DUTIES:**

- Establishes operating procedures and defines goals and objectives in managing operations;
- Manages and coordinates the facilities' operating budgets, which include revenue-producing facilities and programs. Works with staff on project planning and facility improvements for budgeting purposes. Prepares financial reports and assists with recommendations of fees. Responsible for routine monitoring of revenues and expenditures within approved budget;
- Manages facility records and reports in accordance with Commission policies and procedures. Prepares and maintains a variety of administrative records of the facilities, such as revenue and expenses, inventory of supplies and equipment, time cards, rentals agreements, facility maintenance and attendance;
- Supervises staff. Recruits, selects, trains and evaluates staff. Plans, schedules and assigns work. Conducts performance appraisals and ensures staff are appropriately trained;
- Coordinates with staff on the maintenance and repairs of the facilities grounds and ensures concerns are promptly addressed with minimal disruption to facility programs or schedules
- Manages customer service activities of the facilities. Sets a positive example for employees ensuring customers are treated in a prompt, professional, and respectful manner
- Schedules ice time and programs for the facility;
- Assists marketing staff in advertising the facility and all associated activities through social media, website, brochures, flyers, etc.; and
- Works collaboratively with other Commission divisions and partner agencies. Works effectively on assigned committees. Effectively communicates and coordinates programs with Area Operations. Performs special project work in the community, as needed.

**Preferred Candidates Will Possess:**

A minimum of five years' experience in the operations and/or management of ice arena facilities with at least two years in a supervisory capacity; experience supporting programs efforts preferred; certifications in Ice Arena Management, operations, or programming issued by ISI University, STAR, or ORFA preferred; the ability to analyze situation and develop solutions to problems with minimal supervision, strong organizational skills, the ability to prioritize multiple tasks and manage time effectively; outstanding interpersonal skills to motivate and lead a team; and the ability to communicate effectively both verbally and in writing.

**ALL INTERESTED APPLICANTS MUST SUBMIT AN APPLICATION TO OUR WEBSITE [WWW.MNCPPC.ORG/JOBS](http://WWW.MNCPPC.ORG/JOBS) FOR CONSIDERATION.**