

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Deputy Director-Finance & Theater	Department:	Parks & Recreation
Requisition Number:	2024300		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$110,000.00 - \$122,000.00 Annually
Date Posted Up:	12/20/2024	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the Director, incumbent oversees the business, legal, fiscal and Management Information Systems of the Parks and Recreation Department. Incumbent assists in the over-all planning of the operations of Parks and Recreation areas. Serves as key advisor to Directors office on all Park related financial issues. The incumbent oversees the all aspects of the Foellinger Theater facility, lead staff and volunteers in developing and implementing plans for overall facility programming, visitor service, volunteerism, and revenue generation. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other Duties may be assigned.

- Ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism;
- Advises all business, legal, fiscal and management information systems operations of the department
- Prepares and directs the implementation of annual operating and capital budget;
- Invests operating funds in compliance with statutory requirements;
- Responsible for educating staff on understanding and management of budgets within their direct units
- Advises on fiscal matters relating to the operation activities, and maintenance of the department programs and facilities;
- Reconciles all park funds between Munis, Access and RecTrac;
- Reviews and approves all expenditures for the department;
- Prepares monthly and annual financial reports for the Board of Park Commissioners and Controller’s Office;
- Oversees and directs the Fund Development Operations of the Parks and Recreation Department;
- Oversees and directs the Parks and Recreation Department’s payroll, accounts payable, and front office staff;
- Is responsible for Management Information Services for the Parks and Recreation Department;
- Monitors, analyzes and prepares reports on budget performances and deviations;
- Manages general obligation and revenue bond process including new and existing bonds;
- Directs non-tax fund raising activities and fund development;
- Oversees and provides leadership to the Foellinger Theatre's operations and programs;
- Plans, oversees and leads the public aspects and impact of the theatre facility. Responsible for visitor enjoyment, education, comfort, information and interpretation;

- Oversees and provides leadership for professional and volunteer staff in the areas of programming, visitor services, volunteers, and facility rental;
- Assists with marketing, promotion plan and fund-raising development that can navigate the public process and be competitive with private business;
- Approves programming for Theatre house productions, rental productions, and private facility usage;
- Oversees contracts with agents for national touring entertainment and promoter talent;
- Responsible for all aspects of production for Theatre activities;
- Delegates appropriate duties and holds staff accountable for duties and responsibilities;

MARGINAL FUNCTIONS

Coordinates the selection and training of departmental employees.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who supervise in the applicable areas of responsibility. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education equivalent to a BS degree in Business Administration, Finance, Accounting, Administration, Park Management, or related field, CPA Preferred;
- Ten years of responsible experience in parks and recreation system or public service /financial related field;
- Knowledge of the principles and practices of governmental accounting and financing;
- Ability to maintain financial records of some complexity and prepare financial reports and statements;
- Knowledge of the laws and regulations governing the custody and disbursement of Park funds;
- Knowledge of modern office practices and procedures;
- Computer knowledge and the ability to prepare a variety of frequent reports to the Park Board;
- Ability to supervise others and establish and maintain effective working relationships with other employees and the public;
- Ability to drive self-sustaining business model in live concert and rental of facilities;
- Ability to assist in the coordination of a wide variety of park employees.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative

techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver’s License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must often lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, extreme cold, extreme heat and wet or humid conditions.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.