

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Manager – Park Office	Department:	Parks and Recreation
Requisition Number:	2025120		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$74,000.00 to \$85,000.00 Annually
Date Posted Up:	1/27/25	Date Posted Down:	Until Filled
Time Up:	8:00 am	Time Down:	

SUMMARY

Working under the direction of the Deputy Director – Finance and Theatre, incumbent manages the Parks and Recreation Department’s administration front office and shares in the duties of the accounts payable position with the Payroll/Accounts Payable Administrative Assistant. 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 ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services;
- Analyzes activity registration quarterly to assist program coordinators and marketing staff determine what programs are successful;

INFORMATION/COMMUNICATION

- Point of contact for director, deputy directors, managers, and supervisors for questions regarding purchase orders, invoices, and other accounts payable questions;
- Acts as co web-master for Parks Department registration website;
- Assists in producing the Fun Times each quarter, assists in entering each Parks program into the Rec-Trac program, and serves as administrator for all login entries within the electronic Fun Times;
- Serves as primary contact person for employees and the public for web site questions;
- Acts as Parks Department cell phone liaison, monitors rate plans and orders new cell phones with permission from the Director;
- Serves as primary contact person for all issues with tickets sales, and ticket issues for the Foellinger Theater;

DOCUMENT MANAGEMENT, PROCESSING & ANALYSIS

- Logs and prepares monthly reports for all Parks and Recreation Department utilities including AEP, NIPSCO, and City Utilities. Acts as a liaison between Parks and Recreation staff and utility staff.
- Prepares purchase requisitions and enters into Munis Accounting System;
- Tracks Parks and Recreation Purchase Orders;
- Reconciles each vendors monthly statement to assure invoices are being paid in a timely manner;
- Processes departmental payment vouchers;

- Enters and monitors all fees, for programs, rentals, permits, etc., into the appropriate Parks and Recreation tracking system, as approved by the Park Board;
- Processes financial change requests from all Parks and Recreation facilities and prepares cash orders from financial facility;
- Prepares monthly Donation Report for Deputy Director – Finance and Theatre.

MANAGEMENT/OPERATIONS

- Prepares monthly cost center accounting entries for postage and office supplies; Sorts all items for each cost center within the Parks and Recreation Department and submits reports to the Controller's office;
- Assists in tracking Parks and Recreation projects with Project Administration;
- Maximizes office productivity through proficient use of appropriate software, telecommunications and utilities applications for the Department;
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records;
- Manages activities of various clerical departments or workers within department;
- Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness; Maintains and updates confidential employee personnel files;
- Serves as on-call contact person for all RecTrac, WebTrac and Clover issues on weekends and holidays;
- System Administrator for all Parks and Recreation software programs including but not limited to Vermont Systems, RecTrac, WebTrac and GolfTrac software; Including training of staff, applying updates to software, and attending vendor training; On call 24 hours per day, 7 days a week for any software errors or issues;
- Acts as backup to purchasing card administrator for Parks Department;

FISCAL RESPONSIBILITY

- Assists in developing the budget, and initiates cost reduction programs;
- Supervises the accounts payable process for the department and works with the Deputy Director – Finance and Theatre. Oversees all vendor issues within the accounts payable process;
- Oversees main office petty cash funds, payout, and maintains balance funds;
- Assists in preparing monthly financial reports for the Park Board;
- Supervises the accounts payable process for the department and works with the Deputy Director – Finance & Administration; Oversees all vendor issues within the accounts payable process;
- Accounts Receivable – prepares monthly invoices for A/R customers and reconciles monthly report for accuracy. Follows up on all unpaid monthly invoices to ensure accounts are paid or sent to collections if warranted;
- Submits monthly sales tax payment to Indiana Department of Revenue for golf and Conservatory gift shop taxes received;
- Retrieves weekly revenue reports from the sale of tickets on ticketing service website and accurately enters those sales into RecTrac;
- Reconciles all credit card transactions. Prepares monthly credit card fee report appropriating fees throughout the cost centers that received revenue and submits report to the Controller's office.

MARGINAL DUTIES

Performs other duties as assigned.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in Business Administration or supervision a plus; or four to five years related experience and/or training; or equivalent combination of education and experience.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Knowledge of overall mission, functions, administrative procedures of the division;
- Understanding of and ability to make practical application of customary practices, rules, regulations, procedures and techniques that are directly relevant to duties and tasks;
- Knowledge of Microsoft Office products and standard office equipment and ability to perform computer skills with speed and accuracy;
- Strong Customer service and multi-tasking skills.

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

Directly supervises employees in the Parks Department Front Office. 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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally 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 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. The noise level in the work environment is usually moderate.

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.