

Columbus Parks and Recreation Department

Position Description

Position Title: Director of Business Services

Date: September 3, 2009

Department: Parks and Recreation

Reports to: Asst. Director P&R

Directly Supervises: 6-7 employees

4 Office staff (3full-time, 1 seasonal)
2-3 Building Supervisors (part-time)

Summary of Functional Responsibilities:

The Director of Business Services supervises and coordinates the business functions of the Parks and Recreation Department according to the policies set forth by the State Board of Accounts and the Parks and Recreation Board while ensuring that the highest quality of customer service is provided.

Specific Duties of the Position:

1. Evaluates business operations of all major facilities and programs and makes recommendations to the managers of those facilities. Oversees monthly and yearly financial reports and business procedures for programs and facilities. Advises and works with facility managers on business operations for programs and facilities.
2. Oversees the accounting and clerical operations of the department.
3. Develops and implements departmental financial policies and procedures.
4. Oversees development of department general fund and non-reverting fund budgets for presentation to the Park Board, Mayor, and City Council, as appropriate. This requires working with facility and program managers to determine needs and establish individual cost-center budgets.
5. Oversees a department internal cash auditing process for all major facilities.
6. Oversees the development and distribution of computerized financial reports for department facilities and programs. Monitors budgets and consults with Assistant Director of Parks and Recreation and Managers on a monthly or as needed basis.
7. Communicates and trains Department Leaders as to computer interfaces and tools, accounting and budgeting applications, and policies and procedures. Explains and interprets information system reports and applications.
8. Oversees insurance matters for the department working within City's guidelines.
9. Oversees an inventory control system for department facilities, equipment, and supplies as dictated by the city's requirements.
10. Serves as purchasing agent for the department, assuring compliance with State statutes.

11. Oversees procedures for purchases of major equipment and supplies and contracting of major repair or improvement projects. This includes coordinating and implementing proper legal advertising and bidding, quotation, and /or Request For Proposal (RFP) processes.
12. Responsible for the department's revenue. Oversees balancing daily bank deposits to RecTrac, and entry of revenue into the City's Financial Software. Keeps multiple spreadsheets tracking revenue and works with the State Board of Accounts regarding the department's revenue. Works with Managers to assist them in setting and attaining revenue goals.
13. Serves as primary liaison for Parks and Recreation department to the City's Information Services Manager in matters related to computer hardware, software, and networking.
14. Keeps abreast of the latest accounting principles/practices and information system applications.
15. Responsible for knowledge and understanding of the daily operations of the administrative offices of Parks and Recreation. This includes but is not limited to: ability to answer customer questions/complaints, basic knowledge of RecTrac registration software, knowledge about Donner Center Room Rentals and Park Shelter Rentals, and willingness to assist office staff in these daily tasks as needed.
16. Oversees administrative office function, supervising office staff. This also includes scheduling Building Supervisors for Donner Center rentals. Must possess highly developed interpersonal and group leadership skills and the ability to maintain effective internal and external working relationships.
17. All other duties needed for efficient operation of the business/administrative/customer service areas of the department, including but not limited to requests/tasks from the Assistant Director of P&R and Director of P&R.

Education and Experience:

Baccalaureate Degree in Business, Accounting, Finance, or related field. At least three to five years of business management experience. Computer skills with creation of spreadsheets and financial reports.

Judgment:

Work is of considerable complexity and is performed under general supervision. This position has great latitude in making management decisions with little supervision. Advice and counsel are available.

Supervisory Responsibility:

Directly supervises three full-time people and two/three part-time employees.

Relationships Responsibility:

Must interact well with all full-time and part-time/seasonal department staff as well as with members of other departments of City government.

Working Conditions:

Ordinary office working conditions.

Send resume and cover letter to: bwagner@columbus.in.gov