



City of Ames
Ice Arena Manager

SALARY	\$30.71 - \$44.35 Hourly \$63,874.10 - \$92,239.06 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	24-3209-01
DEPARTMENT	Parks and Recreation	DIVISION	Recreation
OPENING DATE	04/09/2024	CLOSING DATE	5/3/2024 5:00 PM Central
FLSA	Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

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General Information

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The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the Recreation Superintendent; the Ice Arena Manager develops, delivers, and implements a variety of recreation programs for people of all ages and abilities; provides on-site supervision during Ice Arena operation; responsible for the daily operation of the Ames/ISU Ice Arena.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not

sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$78,056 annualized.

Benefits:

Our comprehensive benefits package can be viewed [City of Ames Benefits](#)

Examples of Essential Job Functions

Assists Recreation Superintendent in delivery of recreation programs, facility management, and services related to the Ames/ISU Ice Arena. Responsible for the scheduling of the ice arena, including rentals and City offered programs; oversees operations for various recreational activities, hockey games; private rentals, and special events; maintains and cleans the Ames/ISU Ice Arena and recommends building and equipment improvements; supervises facility and daily operations; and leads revenue generation efforts. Implements and/or coordinates recreation programs; evaluates recreation programs through participant and employee evaluations. Hires, trains, schedules, supervises, and provides work direction to the Recreational Coordinator-Ice Arena and temporary staff and volunteers; serves as primary communicator between staff in the field, program participants, facility users and the Recreation Superintendent; responsible for being on-site during programs and making on-site decisions as necessary; acts in the absence of temporary/part-time Recreation staff and Coordinator; greets public; handles concerns; answers questions; anticipates services needed and makes needed arrangements for services; communicates and enforces facility rules of conduct. Follows and recommends policies, procedures, standards for programs, safety, and fiscal control. Responsible for cash and inventory control; purchases supplies and inventory; monitors expenditures within assigned budget; recommends budget items; secures and manages advertising, sponsorships, grants and other revenue generating avenues; performs housekeeping, routine maintenance and program support; participates in cross-functional groups; prepares and disseminates promotional materials; maintains necessary records and submits required reports; responds to calls of an emergency nature after hours.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People (ETP) organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: May lead or instruct activities as needed; performs related work to support the organization; monitors general condition of facility and responds to any defects or damages. Other duties as assigned.

Qualifications

Education and Experience:

A Bachelor's degree in recreation, sports management, or related field (ie: education, management, facility management,

physical education, may be considered) and one year of experience or an equivalent combination of education and experience. Facility Management and ice resurfacing experience is preferred.

Licenses and Certificates:

Possession of a valid driver's license and CPR/AED certifications required. Ability to obtain ServSafe Food Safety Manager Certificate within 6-months of hire and Certified Ice Rink Manager (CIRM) within one-year of hire.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions:

General knowledge of recreation programming, ice arena operations, and ice maintenance; awareness of skills, rules and procedures related to various recreation activities, athletic programs, instructional classes and special events; knowledge of CPR, first aid and general safety practices. Some knowledge of machinery associated with assigned duties. Knowledge of customer service principles and practices; proficiency with PCs and computer software applications; knowledge of the principles and practices of supervision.

Skills in leading and instructing participants of all ages in recreation programs; Supervisory skills of full-time and temporary/part-time staff; Excellent interpersonal skills, oral and written communication skills, problem solving and leadership skills. Skills in planning, supervising, time management, and evaluating the work of subordinate staff.

Ability to plan, set up, and conduct recreation programs. Ability to take initiative and work with little direct supervision; ability to work independently and in a teaming environment; ability to establish and maintain effective working relationships; ability to prepare and maintain accurate records; ability to estimate supplies and equipment for facility/program operation.

Physical and Environmental Characteristics:

General Physical Characteristics: The work involves intermittent periods of standing and sitting with sitting 50% of the time (includes using a computer); standing (but not walking) 25% of the time; standing and walking 25% of the time; frequently lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, talking and hearing.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, operation of machines (including inspection), and measurement devices.

Environmental Conditions: The work is performed mainly inside but includes some outside. Some exposure to extreme cold, wet and/or humid conditions, ice/snow, dirt/dust, and other environmental conditions.

Equipment Essential to the Job: Vehicle, calculator, computer and related software, personnel policies manual, recreation and maintenance equipment, telephone, audiovisual equipment, fax, copy machine, ice resurfer, skate sharpener, and minor hand tools.

Supplemental Information**Selection Process:**

The selection process consists of an evaluation of education and experience, including supplemental question responses; phone interview; hiring assessment; on-site interview, which will include a manager meeting; and completion of reference

checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Depending on the number of qualified candidates, the City may forego phone interviews.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

E-Verify Process: The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

Veteran's Preference Points:

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Ice Arena Manager Supplemental Questionnaire

***QUESTION 1**

List and describe your qualifications and experience as it relates to recreational programming, facility management, and ice maintenance.

***QUESTION 2**

What are key skills, abilities, and character traits you have that will allow you to be successful as an Ice Arena Manager?

***QUESTION 3**

What motivates you to pursue a career in recreation facility management and programming?

***QUESTION 4**

What certification(s) do you currently possess, if any? (Select all that apply)

- CPR
- First Aid
- ServSafe Food Safety Manager
- Other
- None of the above

***QUESTION 5**

This is an exempt position which will require 40+ hour work weeks during prime activity seasons, with weekend, late evening, and early morning work hours on occasion. Please acknowledge that you understand this job requirement.

- Yes
- No

* Required Question