

Ice Center Manager

City of Janesville is seeking a Manager to be responsible for Indoor Ice Skating Center management, operations and maintenance. Duties include: hire, train, evaluate and supervise staff; develop/implement annual master skate schedule, policies, procedures, rules and regulations; build/maintain quality ice sheet for patrons; understand/follow necessary financial guidelines; prepare detailed financial reports and annual budget; requisition of vendors, supplies, equipment and repairs; maintain mechanical systems; use marketing medias to inform and promote many programs, services and events to the community; develop press releases, flyers and brochures; occasionally make public presentations, participate in radio and TV interviews and other venues; attend training and conferences; record (and train staff) to record ice temperatures, system readings, facility usage, incidents, accidents, and other information; prepare contracts/send invoices for services rendered; handle citizen complaints/inquiries. Leadership ability, marketing skills, creativity, decision-making capabilities, organizational skills, excellent verbal and written communication skills required. Bachelor's degree in Recreation or related field; minimum of three years progressively responsible experience including supervisory experience required. Ability to establish and follow written financial guidelines; knowledge of program design/implementation, facility management and budget development, and ice center machinery. Excellent fringe benefit package. Janesville residency preferred. Salary range \$36,771-\$52,263. Open until filled. Submit cover letter, resume and application to:

**City of Janesville – HR
18 N. Jackson St.
PO Box 5005
Janesville, WI 53547-5005**

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