

**CITY OF TECUMSEH  
JOB DESCRIPTION**

**AJ Smith Operations Manager**

**Supervised by:** Parks and Recreation Director  
**Supervises:** Administrative Staff  
**Type:** Nonexempt  
**Updated:** February 2026

**Position Summary:**

Under the supervision of the Parks and Recreation Director, functions as Operations Manager for the AJ Smith Recreation Center. Performs the full range of administrative duties associated with the department and oversees smooth operating of day-to-day activities and scheduling at the AJ Smith Recreation Center. Provides highly organized planning, extreme eye for detail, strategic thinking, and supports efficient operations.

**Essential Duties and Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Excellent customer service as first point of contact with general public at front desk.
2. Schedule and efficiently manage regularly scheduled building programs and activities. This may include opening the building in the morning and/or securing the building at the end of the night.
3. Oversees program registrations for all Parks and Recreation programs and activities.
4. Maintains a comprehensive record keeping system in accordance with retention schedules for AJ Smith building and all Parks and Recreation programs and activities.
5. Maintains rentals, including: rentals of parks, pavilions, AJ Smith Recreation Center, and rentals of equipment.
6. Oversees administrative staff at AJ Smith Recreation Center and assists Parks and Recreation Director to train staff as well as develop and implement department policies and procedures.
7. Balances department cash register, prepares daily cash out reports, and trains administrative staff to do the same.
8. Helps facilitate, maintain fitness partner contracts and independent contractor agreements.

9. Prepares employee schedules as designated by Parks and Recreation Director.
10. Maintains office supplies and prepares replacement orders.
11. Oversees the distribution of and edits marketing materials as well as manages department's mass emails and public announcements, including: Constant Contact email messaging, RecDesk notifications, department's landing page on web site, etc.
12. Participates in the planning of seasonal programming and various Parks and Recreation special events.
13. Access various locations within the office building as well as lifting and/or moving items – e.g. reaching, bending, crouching, pushing a dust mop/broom, stacking and moving chairs, carrying program supplies to and from storage units, light snow shoveling as needed, etc.
14. Assists coworkers in various day-to-day operations as needed.
15. Performs related work as required.
16. Analytical ability, conceptual ability, logic and intuitive judgment must be applied on a daily basis.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Combinations of experience and education that meet the minimum requirements may be substituted. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Ability to provide consistent high quality customer service.
- One year or more of office management experience with thorough knowledge of modern office procedures, practices, equipment, and skill in applying them.
- Excellent organization and ability to think dynamically and strategically.
- Skill in the operation of a computer and experience with PC based applications including: Word, Excel, WWW browsers, and desktop publishing programs desired.
- Skill in providing administrative support to municipal activities with knowledge of the structure, policies, procedures, and regulations of municipal government.
- Possess CPR/First Aid/AED certification or willingness to obtain.

- Skill in maintaining a comprehensive filing system and in retrieving a variety of information and data, including sensitive information requiring confidentiality and discretion.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to understand and follow oral and written instructions, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to establish and maintain effective working relationships, solution-based problem solving, initiative and resourcefulness when dealing with other employees, professional contacts, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is required daily to access various locations within the office building. Also required is lifting and/or moving items up to 40lbs – e.g. reaching, bending, crouching, pushing a dust mop/broom, stacking and moving chairs, carrying program supplies to and from storage units, light snow shoveling as needed, etc. At times may need to site supervise activities in the recreation center and/or at the fields in parks.

While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment is occasionally quiet; however, interruptions and distracting influences (i.e. phone calls, people, noise, etc.) regularly occur in this environment. At times, this job also requires the employee to work outside; for example, clearing sidewalks of snow and salting walkways.

**Employment Classification, Work Days & Pay Rate:**

Classified as regular, 3/4-part-time employee. Normally scheduled to work year-round and limited to work up to twenty-nine (29) hours per week. After introductory period, eligible to earn paid time off (e.g. sick, vacation, holiday, etc.) at three-quarter the rate of a full-time employee.

Primarily works weekdays during the hours between 7:30am – 5pm. Some evening and weekend hours required depending on staffing and special events.

\$16.75 - \$18 per hour, depending on qualifications.

**To apply:** pick up an application at the AJ Smith Rec Center. Applications due February 20.