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Community Center Assistant Manager/Lead

JOB CODE	JOB FAMILY	PROFILE
JCP104	**Community & Recreational Services**	**Community Center Assistant Manager/Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$47,445.00 - $74,901.00**	**August 28, 2026**

The Community Center Assistant Manager/Lead develops, plans, and administers a variety of community services and recreation programs, including special events and recreational activities. Assists recreation staff in all phases of program delivery at assigned sites and helps develop and monitor the facility's annual budget, maintenance, and capital improvements. Establishes schedules and procedures for recreational services and facility use. Participation in basic first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) training is required.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in managing and operating the programs and activities of a community center or recreational facility.
- Assists in developing and monitoring the facility's annual budget, planning and purchasing functions, and facility maintenance and capital improvements.
- Assists in selecting, training, supervising, scheduling, and evaluating full-time, seasonal, contractual, and volunteer staff.
- Co-develops and implements recreational, educational, and leisure programs.
- Maintains cooperative planning arrangements and working relationships with County departments and external agencies.

- Assist in preparing reports and maintaining records related to facility operations, including program participation, monthly revenues, special events, and inventory.
- Performs clerical duties, including using basic computer programs, receipting and depositing funds, and managing interoffice and public correspondence.
- Assists in coordinating facility use and special events.
- Assists in managing facility maintenance and equipment.
- Assists in implementing County policies.
- Handles sensitive and confidential records, plans, documents, or decisions, and maintain confidentiality as required.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Recreation, Education, or a related field.
- One (1) year of work experience in recreation, community service program management, program administration or facility management.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Perform all essential duties both indoors and outdoors.
- Indoor duties occur in a temperature-controlled environment on even surfaces, such as carpet or tile.

- Outdoor duties may expose the employee to varying weather conditions and are performed on surfaces such as concrete, asphalt, ramps, natural ground, gravel, and stairs, which may be wet or dry.
- Work is primarily performed independently, with occasional teamwork as required.
- Use of a County vehicle may be required on an as-needed basis.

EQUIPMENT, TOOLS, AND MATERIALS

- Common office equipment used includes a telephone, computer, printer, keyboard, laptop, photocopier, fax machine, and calculator.
- Materials handled include files, forms, reports, paperwork, and standard office supplies.
- A variety of sports and recreational equipment may also be used, depending on the duties assigned.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.