

ORDINANCE NO. 50-26

**AN ORDINANCE AMENDING §256.04 AND §256.98 OF THE CODIFIED
ORDINANCES OF THE CITY OF AVON TO CREATE THE
FULL-TIME, UNCLASSIFIED POSITION OF PROGRAM AND FACILITY
MANAGER FOR THE RECREATION DEPARTMENT AND TO ADOPT
THE NEW CLASSIFICATION SPECIFICATION FOR SAME
AND DECLARING AN EMERGENCY**

WHEREAS, the list of the full and part-time non-bargaining unit employees is listed in Section 256.04 of the Avon Codified Ordinances; and

WHEREAS, the Administration desires to amend Section 256.04 and Section 256.98 to create the full-time position of Program and Facility Manager for the Recreation Department; and

WHEREAS, Council, after reviewing the proposed new full-time position of Program and Facility Manager for the Recreation Department finds that the goals sought to be achieved by the Administration with the creation of this new position to be in the best interests of the health, safety, and welfare of the citizens of Avon.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO:

Section 1 - That Section 256.04 which currently reads as follows:

Classified and Unclassified Positions

- ** Recreation Coordinator
- ** Recreation Supervisor
- * Grounds Manager
- Parks Crew Leader
- Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- ** Aquatics Coordinator

* Denotes unclassified full-time employee

** Denotes unclassified part-time employee

No asterisk denotes classified employee

† This position shall remain classified until vacated by Dave Conrad

†† This position shall remain classified until vacated by June Mitchell

††† This position was removed from the Charter on November 7, 2018

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96...
Ord. 30-26. Passed 4-13-26.)

Shall be amended to read as follows: (New language in bold print)

Classified and Unclassified Positions

- ** Recreation Coordinator
- ** Recreation Supervisor
- * **Program and Facility Manager**
- * Grounds Manager
- Parks Crew Leader
- Parks Maintenance Worker
- ** Parks Worker 2
- ** Parks Worker 1
- ** Aquatics Coordinator

- * Denotes unclassified full-time employee
- ** Denotes unclassified part-time employee
- No asterisk denotes classified employee
- † This position shall remain classified until vacated by Dave Conrad
- †† This position shall remain classified until vacated by June Mitchell
- ††† This position was removed from the Charter on November 7, 2018

(Ord. 127-91. Passed 12-23-91; Ord. 168-95. Passed 11-20-95; Ord. 86-96. Passed 6-10-96...
Ord. 30-26. Passed 4-13-26.)

Section 2 - That the Classification Specification for the position of Program and Facility Manager for the Recreation Department attached hereto as Exhibit A, be, and the same is hereby adopted and incorporated herein by reference. The Codifier is hereby instructed to insert said classification specification into Section 256.98.

Section 3 - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4 - That this Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the citizens of the City of Avon, the immediate emergency being the necessity to amend Section 256.04 and 256.98 of the Codified Ordinances to create the full-time position of Program and Facility Manager for the Recreation Department; therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

PASSED: May 11, 2026

DATE SIGNED: May 11, 2026

By: Brian Fischer
Brian Fischer, Council President

APPROVED BY THE MAYOR May 12, 2026



Bryan K. Jensen, Mayor

APPROVED AS TO FORM:


John A. Gasior, Law Director

ATTEST:

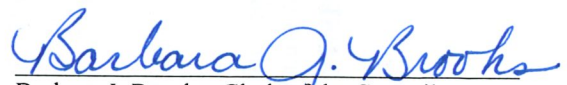

Barbara J. Brooks, Clerk of Council

POSTED: May 14, 2026
Electronically and at City Hall
Provided by Council

Prepared by:
John A. Gasior, Esq.
Law Director

I, Barbara J. Brooks, Clerk of the Council of the City of Avon, Ohio, hereby certify this document to be a true and exact copy of Ordinance No. 50-26, passed by the Council of said City on May 11, 2026.

IN WITNESS WHEREOF, I have on this 12th day of May 2026, affixed my signature and official seal.


Barbara J. Brooks, Clerk of the Council
of the City of Avon, Ohio

CLASSIFICATION SPECIFICATION
CITY OF AVON

EXHIBIT A TO ORDINANCE NO. 50-26

An Equal Opportunity Employer

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TITLE: Program and Facility Manager

JOB RESPONSIBILITIES: Under direction of the Recreation Coordinator, the Program and Facility Manager designs, plans, directs, organizes, administers and evaluates adult and youth recreation programs, activities, and events and acts as a Department representative. Duties include personnel management, maintenance of facilities, and regular communication with the Recreation Coordinator, the Parks Department, and the public.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Bachelor's degree from an accredited four-year college or university in Parks and Recreation Administration, Physical Education, Public Administration, or a related field, plus at least two (2) years' experience organizing sports and recreational activities preferred; proficiency in Microsoft Office, particularly Excel, Outlook and Word; or an equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Valid Ohio driver's license and insurable under the City's insurance plan. American Red Cross Certification or equivalent in first aid in cardiopulmonary resuscitation (CPR) including use of automatic external defibrillator (AED) (may be obtained within six [6] months of being hired). Preferred knowledge in playground equipment safety procedures. All certifications must remain current through tenure.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Under the direction of the Recreation Coordinator, designs, plans, directs, organizes, administers and evaluates adult and youth recreation programs, activities and events (e.g., coordinates and schedules recreational activities and programs that involve the use of City facilities [including but not limited to volleyball, basketball, flag football, swimming lessons, safety town, adult physical fitness, etc.]. Regularly communicates with the Recreation Coordinator to assure that Departmental goals and objectives are followed;	1. Knowledge of (1) City/Department goals and objectives,* (2) City/department policies and procedures,* (3) parks and recreation facilities, equipment, and supplies, (4) office practices and procedures; Skill in (5) computer operation, (6) motor vehicle operation, (7) use of parks and recreation equipment; Ability to (8) carry out instructions in written, oral, or picture form, (9) deal with problems involving several variables within familiar context, (10) work with and maintain confidential/sensitive information,

TITLE: Program and Facility Manager
4904-5769-0022, v. 1

Developed by Clemans, Nelson & Associates, Inc.

Approval Date _____

CLASSIFICATION SPECIFICATION

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TITLE: Program and Facility Manager

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	(continued) monitors programs and workflow to assure that Department goals and objectives are being met; regularly reviews progress with the Recreation Coordinator. - Responsible for the daily operation of recreation programs and activities. Assists and attends weekend coverage of Recreation events, programs such as tournaments, and other functions, as necessary, to ensure operation according to plans. - Manages recreation activities personnel (schedules and assigns work, etc.). - Determines through communication with residents, using evaluations and surveys, programs and activities of interest, and the quality of current programs. Evaluates that the programs and activities meet the needs of the community. - Keeps necessary records and reports, provides information to the Recreation Coordinator to discuss and establish fee schedules for programs and activities.	(continued) (11) exercise independent judgment and discretion, (12) gather, collate, and classify information, (13) develop and maintain effective working relationships, (14) communicate effectively. Knowledge of (1) – (4), (15) manpower planning, (16) supervisory principles and practices, (17) first aid practices, (18) CPR; Skill in (6), (7); Ability to (9), (11), (13), (14), (19) define problems, collect data, establish facts, and draw valid conclusions. Knowledge of (2), (4), (15), (16), (17) employee training and development; Skill in (5); Ability to (9) – (14). Knowledge of (3), (20) public relations; Skill in (5), (21) use of modern office equipment; Ability to (9) – (12), (14), (19). Knowledge of (1), (2), (4), (22) records management, (23) RC 149.43; * Skill in (5), (21), Ability to (8), (10) – (14), (24) prepare accurate documentation, (25) maintain records according to established procedures.

TITLE: Program and Facility Manager
4904-5769-0022, v. 1

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CLASSIFICATION SPECIFICATION **CITY OF AVON** An Equal Opportunity Employer

TITLE: Program and Facility Manager

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
6.	Develops and markets promotional information related to recreation activities and programs (e.g., prepares, posts, and disseminates information to the public and the media in a timely manner; create notifications of recreation program and activity information on City's website).	6. Knowledge of (1), 2), (4), (20), (26) promotion and marketing; Skill in (5), (21), (27) keyboarding; Ability to (8) – (12), (14).
7.	Orders uniforms, equipment and materials for recreation programs and activities in accordance with established purchasing procedures; maintains inventory of uniforms, equipment and materials.	7. Knowledge in (2) – (4); Skill in (5), (7); Ability to (9) – (11), (24).
8.	Provides input to the Recreation Coordinator for budget preparation and long-range operational plans for the Department.	8. Knowledge of (1) – (3), (15), (28) budgeting; Skill in (5), (6); Ability to (9), (10), (12) – (14), (19), (24).
9.	Provides information and assistance to patrons, residents, and the public in a professional and courteous manner; receives and responds to public inquiries and complaints in a courteous and respectful manner. Prepares correspondence, records, reports, and other documentation; maintains confidentiality of information and images involving juveniles who participate in programs. Reviews information with the Recreation Coordinator.	9. Knowledge of (2) – (4), (20), (22), (23); Skill in (5), (6), (27); Ability to (9) – (14), (19), (24), (25).

CLASSIFICATION SPECIFICATION

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% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	10. Responsible for City facilities and parks to maintain all current federal and state regulations and guidelines to ensure compliance. Recommends maintenance and improvements. 11. Works closely with parks department on maintenance and scheduling of sport fields and facilities. Assists in operation and management of park facilities (i.e., pavilions, etc.). 12. Attends various meetings and events as representative of the Department. May be required to travel outside of City limits to attend trainings and/or conferences.	10. Knowledge of (2) – (4); Skill in (7); Ability to (9), (11), (12), (14), (19). 11. Knowledge of (2), (3); Skill in (5), (7); Ability to (9), (13), (14). 12. Knowledge of (1), (2), (20); Ability to (11), (13), (14).

TITLE: Program and Facility Manager

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Approval Date _____