

MAJOR FUNCTION

This is specialized professional and administrative work in planning, developing, and coordinating the total athletic program for the City. Work is performed with considerable independence under the general direction of the Assistant Director-Parks, Recreation and Neighborhood Affairs. Work requires to use and exercise of independent judgment. Work is reviewed through conferences, reports, observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, develops and administers the athletic programs for youth and adults, and coordinates the athletic activities of groups and athletic organizations throughout the City. Prepares and administers the annual budget allocated to the Athletic Division. Approves purchasing requests for the Athletic Division. Evaluates programs and activities. Schedules all athletic facilities. Solicits community support and sponsorships for youth programs. Coordinates public relations and publicity for division. Coordinates special events, tournaments and activities with outside agencies. Ensure the health and safety of community pool waters. Ensure all athletic facilities meet OSHA, HRA, ADA and other applicable codes and requirements. Conducts staff meetings with personnel to discuss plans, programs, and problems. Conducts performance evaluations and makes recommendations for merit increases. Recommends the selection, transfer, promotion, grievance resolution and discipline of division staff. Ensures compliance with the City's Fair Employment Practices Plan, and related federal and state laws. Performs related work as required.

Other Important Duties

Participates in administrative staff conferences. Conducts annual division inventory. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, practices, and techniques of a recreation program as they pertain to athletics. Thorough knowledge of the facilities and equipment required in both indoor and outdoor recreation activities. Thorough knowledge of program development and administration. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to develop, motivate, train, and supervise professional and non-professional recreational personnel and to establish and maintain effective working relationships as necessitated by the work. Ability to demonstrate leadership and skill in various recreational activities. Ability to make written and oral presentations of plans, programs, budgets, or other required data. Ability to administer a comprehensive athletic program utilizing all community resources. Ability to supervise subordinates in a manner conducive to high performance and good morale. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in leisure services, physical education, recreation or a related field and four years of professional experience in athletic or recreation programs; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Revised: 11-03-93
05-24-94
04-19-04*
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