



## **Athletic Programs Supervisor (1521)**

**FLSA Status:** Exempt

**Pay Grade:** 16

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification involves planning, organizing and implementing County-wide athletic programs and events. The position is responsible for making supervisory decisions, solving problems, analyzing information and evaluating results in the assessment of service delivery.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff and volunteers: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; trains staff and volunteers; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Develops athletic programs, clinics and leagues for the County: reviews and monitors athletic programs to ensure adherence to department goals and objectives; and assists Athletic Superintendent in developing and implementing policies and procedures for area of assignment.

Organizes and implements athletic programs, clinics and leagues for the County: supervises and coordinates day-to-day operations and activities of athletic programs, clinics and leagues; monitors programs, activities, staff, and volunteers to ensure compliance with rules, regulations, policies, procedures and safety practices; creates practice and league schedules; schedules facility use with other entities as needed; oversees program registrations, parent orientations, and adult league manager meetings; and conducts site visits during programs and events.

Reviews, analyzes and evaluates effectiveness of athletic programs: reviews and evaluates new and emerging athletic programs for possible implementation; makes recommendations for the development of new services, programs and facilities, expansion of present facilities, and projects future program needs.

Performs public relations and education activities: conducts marketing, promotion and registration of athletic programs and events; develops registration packets and handbooks; prepares and distributes

emails, texts and social media posts; develops cooperative partnerships with area schools, business leaders and community organizations; and makes presentations to civic and community groups.

Assists with developing and implementing budget for area of assignment: recommends budget allocations for staffing, equipment, and capital outlays for athletic programs and events; monitors revenues and expenditures to ensure compliance with approved budget; and collects and deposits revenues.

Responds to inquiries and/or complaints from the general public: provides information or directs inquiries to appropriate department resources; and investigates and resolves operational and procedural problems and complaints.

Maintains inventory of equipment and supplies: monitors inventory of equipment and supplies; processes requests for new and replacement equipment and supplies; evaluates equipment for purchase; assists in the development and preparation of specifications requisitions, and equipment bids; approves orders of materials, supplies and equipment requested by subordinate staff.

Maintains athletic facilities and fields: inspects facilities and fields; identifies items needing repair, correction or adjustment; maintains list of required maintenance and repairs; and submits maintenance and repairs requests to appropriate personnel.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; and initiates any actions necessary to correct deviations or violations.

Maintains a comprehensive, current knowledge of applicable policies and procedures: maintains an awareness of new methods, equipment, and trends in the profession; maintains professional affiliations; reads professional literature; participates in continuing education activities; and attends and conducts meetings, training sessions, conferences, and seminars as appropriate.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Parks and Recreation, Physical Education, or a related field required; supplemented by two years of experience in athletic programming; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, bright/dim lights, violence, disease, or rude/irate individuals.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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