



## **Athletic Manager (1515)**

**FLSA Status:** Exempt

**Pay Grade:** 22

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to supervise operations and staff involved in developing and implementing County-wide athletic programs for the Parks and Recreation Division.

### **Typical Duties**

Supervises regular and temporary staff: 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; 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.

Directs the development, organization, and implementation of athletic programs, clinics and leagues for the County: directs management review of athletic programs to ensure adherence to department goals and objectives; assists Recreation Division Manager in developing and implementing policies and procedures; manages and coordinates athletic programs, clinics and leagues: and approves and monitors programs, activities and staff.

Reviews, analyzes and evaluates effectiveness of athletic programs: reviews and evaluates new and emerging athletic programs for possible implementation; assists Recreation Division Manager in long-range planning and makes recommendations for the development of new services, programs and facilities, expansion of present facilities, and projects future program needs.

Promotes athletic programming and events: creates promotional materials to increase public awareness of and participation in athletic programs, clinics, leagues and events; prepares news releases, flyers, brochures, etc.; grants interviews; participates in panels and discussions; develops cooperative partnerships with area schools, business leaders and community organizations; and makes presentations to civic and community groups.

Develops and implements budget for area of assignment: recommends budget allocations for staffing, equipment, and capital outlays; monitors revenues and expenditures to ensure compliance with approved budget; supervises purchase and distribution of supplies for area of assignment; and monitors revenue collection and deposit procedures.

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.

Ensures the maintenance of the athletic facilities and fields: ensures regular inspections of facilities and fields; monitors and maintains list of required maintenance and repairs; and ensures submitting 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 and training sessions 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 five years of progressively responsible experience in athletic programming, to include lead or supervisory experience; 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 review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**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 broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **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, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. Some duties may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, bright/dim lights, animal/wildlife attacks, violence, or rude/irate customers.

*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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