



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Athletics/Aquatics Superintendent

**JOB NO:** PM005222

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

To supervise, assign, review and participate in the work of staff responsible for providing athletic/aquatic programs within the Parks and Recreation Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **SUPERVISION**

General supervision is provided by the Manager of Recreation Services. Responsible for supervision of the Athletics Supervisor, Athletics Assistant, Swimming Pool Coordinator and Tennis Center Supervisor.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual
2. Drive as assigned by Supervisor.
3. Provide timely, accurate and thorough Performance Reviews for supervised employees.
4. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing athletics/aquatics programs management, coaching and related services within the athletics program; maintain personnel records as required.
5. Participate in the selection of athletics/aquatics staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing athletics/aquatics programs; implement policies and procedures.
7. Participate in the preparation and administration of the athletics/aquatics program budget; submit budget recommendations; determine athletic sport fees and monitor expenditures.
8. Promote and coordinate specific activities within the athletics program; prepare program itineraries and marketing materials necessary per sport.
9. Represent the Parks and Recreation Department; promote and justify Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
10. Administer Tennis Center staff, programs and operations.
11. Administer Swimming Pool staff, programs and operations.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. Monitor program compliance with laws, rules and regulations related to provision of City Athletics/Aquatics services; monitor and inspect athletic/aquatic facilities; schedule maintenance and secure facilities.
2. Develop a master schedule of year-round athletics programs and distribute marketing materials of these activities and dates.
3. Administer the maintenance of athletic equipment and facilities; inspect, record and arrange maintenance according to various requests.
4. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
5. Maintain records and develop reports concerning sports programs and their effectiveness; maintain and file athletic fees and participation reports; prepare statistical reports as required.
6. Assist the new development of athletic facilities and their equipment; incorporate appropriate programs.
7. Perform other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

Bachelor's degree in Parks and Recreation administration, physical education, or other related field.

### **EXPERIENCE**

Two years of increasingly responsible athletics program management, sports administration, or aquatics management experience.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

## **COMPETENCIES**

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Athletics/aquatics program administration, operations and activities.

Principles of supervision, training and performance evaluation.

Scheduling and planning not limited to tournaments, leagues and sports seasons.

Modern principles and practices of athletics program development and implementation.

Basic procedures, methods and techniques of budget preparation and control.

Pertinent federal, state, and local laws, codes and safety regulations.

Recent developments, current literature and sources of information related to athletics program planning and administration.

Marketing theories, principles and practices and their application to a wide variety of athletics promotional services.

Modern office equipment including a computer.

Playing rules in all sports offered.

**Skill in:**

Selecting, training and supervising recreation personnel.

Managing budgets and monitoring use of supplies.

Developing rules and procedures of various sports programs as needed.

Organizing and maintaining athletic associations and large groups.

Planning and coordinating creative projects.

Public speaking and public relations.

**Ability to:**

Obtain a valid Certified Pool Operators Certificate within six (6) months of employment with the City as a condition of continued employment. Failure to obtain certification within six (6) months of employment will result in non-disciplinary termination.

Obtain valid CPR and First Aid certification from the American Red Cross or another agency of equivalent standing.

Obtain certification from the National Youth Sports Coaches Association within six (6) months of employment as a condition of continued employment. Failure to obtain certification within six (6) months of employment will result in non-disciplinary termination.

Work varied hours and days.

Manage athletics programs with resources available.

Supervise, organize, train and evaluate the work of technical and clerical personnel.

Coordinate, direct and implement athletics/aquatics programs suited to the needs of the community.

Recommend and implement goals, objectives, and practices for providing effective and efficient athletics programs.

Elicit community and organizational support for athletics programs.

Prepare and administer athletics/aquatics program budgets; allocate limited resources in a cost-

effective manner.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with a variety of athletic associations and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Walking, standing and sitting for extended periods of time*
- *Running, walking, crouching or crawling during an emergency.*
- *Lifting equipment and supplies up to 34 lbs.*
- *Manual labor as needed*
- *Exposure to adverse weather conditions.*

---

Director of Human Resources

Date

---

Department Director

Date

**DATE ISSUED: February 1993**

**REVISION DATE: March 1998; March 2002; January 2003**