

JOB DESCRIPTION

JOB TITLE: Athletics Supervisor

JOB NO: PM069212

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

Assist the Athletics/Aquatics Superintendent with all aspects of athletic programming, including participants, officials, scorekeepers, facilities, equipment, and related athletic associations; assist in administration of league operations, registration periods, evaluation of programs, and development of promotional materials.

SUPERVISION

General supervision is provided by the Athletics/Aquatics Superintendent.

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. Organize and implement seasonal athletics programs for participants of various age groups that include softball, in-line hockey, basketball, football, baseball, volleyball, tennis and track.
3. Provide general supervision of municipal athletics programs to include the enforcement of rules and regulations; prepare league schedules; drive to and from destinations as necessary.
4. Participate in program planning and improvement to ensure a variety of athletics programs.
5. Organize and implement various special events; coordinate team members, officials, scorekeepers, maintenance and other recreational staff in conducting activities.
6. Prepare news releases, flyers, newsletters and posters for athletics programs; contact outside community agencies to promote awareness.
7. Maintain inventory control of all sporting equipment; ensure equipment is maintained for current and future programs.

OTHER DUTIES AND RESPONSIBILITIES

1. May assume the responsibility of facilities and program operations in the absence of the Athletics/Aquatics Superintendent.
2. Monitor athletic facilities to ensure playable and safe conditions; report repairs as needed; assist in maintenance of various athletic sites.
3. Maintain accurate reports of participation, expenses, schedules and supply requests.
4. Operate City of Mesquite vehicles; transport program participants as required.
5. Attend training workshops and staff meetings as required.

6. Provide information and answer questions of the public.
7. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

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

EXPERIENCE

One year of increasingly responsible athletics or sports program management experience.

LICENSES AND CERTIFICATES

Possession of valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Athletics program administration, operations and activities.

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

Modern principles and practices of athletics program development and implementation.

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

Modern office equipment, including a computer.

Microsoft Word and Excel applications.

Playing rules and regulations of all sports offered.

Skill in:

Selecting, training and supervising contracted athletics personnel.

Assisting in the management of league funds and monitoring the use of supplies.

Developing rules and procedures of various sports programs as needed.

Assisting in the management of athletic associations.

Planning and coordinating creative projects.

Public speaking and public relations.

Ability to:

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.

Obtain appropriate referee certifications in various sports as required.

Work varied hours and days.

Manage athletics programs with available resources.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with various local athletic groups 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 which 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 occasionally weighing up to 100 lbs.*
- *Manual labor as needed*
- *Exposure to adverse weather conditions.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: April 1999

REVISION DATE: August 2002; January 2003