

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Athletics Services Manager</b>
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**Department:** Recreation, Parks, Historic and Cultural Affairs  
**Pay Grade:** 514  
**FLSA Status:** Exempt  
**Job Code:** R805

**JOB SUMMARY**

The purpose of this classification is to manage and oversee all the programs, staff, and resources of the Athletic Division within the City’s Recreation, Parks, Historic and Cultural Affairs Department. Work involves planning and developing comprehensive athletic programs involving multiple programming areas; and managing the day-to-day operations of division programs and services through subordinate Coordinators, Supervisors, and staff.

**ESSENTIAL JOB FUNCTIONS**

- Performs strategic planning for all City athletic programs and services; assists in the development of the Master Plan: interprets Master Plan for Athletic Division; researches and identifies the community’s athletic interests and needs; develops and submits the Athletic Division’s goals and objectives; evaluates trends, targeted population groups, existing and proposed programs and other athletic program factors; researches new program ideas; reviews proposals submitted by staff; identifies needed resources; and develops a comprehensive and diverse athletics program plan which involves a wide range of specialized programs for all segments, groups, ages and interests within the community.
- Assists in planning, coordinating and implementing of all athletic programs and services; develops policies and procedures governing division operational activities including number of participants per facilities, program scheduling and registration; prioritizes facility usage based upon program demand; establishes policies which ensure availability and optimum utilization of athletic facilities; establishes work plans and schedules; allocates division resources and assigns work to subordinate Coordinators, Supervisors and staff.
- Coordinates facilities with staff to make available rental opportunities for public individuals, organizations and both public and private schools.

- Oversees the execution of planned programs and activities; ensures departmental compliance with all applicable codes, laws, rules, regulations, standards and policies and procedures; provides direction to subordinates engaged in the daily program operations; and meets with Coordinators to review progress, address program needs, develop program schedules, and resolve issues and problems.
- Ensures departmental compliance with established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with management, commissioners, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Consults with Deputy City Administrator to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Prepares and/or completes various forms, reports, correspondence, performance appraisals, payroll documents, purchase requisitions, invoices, revenue reports, program budgets, press releases, newsletters, or other documents.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Evaluates athletic programs and services; monitors their contribution toward division goals and objectives; monitors program participation levels; evaluates safety and liability procedures within each program and recreation facility; promotes risk management and safety; implements operational and procedural changes to improve programs; and recommends strategic changes to the management.
- Keeps management informed of significant issues, resource needs, and problems within the Athletic Division.
- Develops, reviews and administers division budgets; projects program revenues and costs and monitors actual figures against projections; manages budgets, expenditures and revenues; coordinates all program revenue and expenditure processes.
- Performs various administrative tasks; prepares operational and statistical reports, including the annual division reports; creates and submits monthly reports for the Recreation Commission; and manages the establishment and maintenance of division files and records.
- Oversees inventory of equipment and supplies: ensures availability of adequate materials to conduct work activities. Manages assigned equipment, facilities, materials, supplies and other fixed assets.
- Performs public relations and communications work for the division; coordinate the layout for the quarterly program brochure; works to promote the community's awareness of, support for, and participation in division programs and services; provides customer service and assistance to patrons, parents, participants, and the general public; resolve sensitive issues and problems; establishes effective working relationships with sports associations, coaches, volunteers, community leaders, professional organizations, local businesses and other community organizations; and communicates and cooperates with other City departments and agencies.
- Serves as a member of varying task forces, committees, and management and planning teams; and attends Recreation Commission meetings and organizational meetings.

- Recruits volunteers through community involvement. Coordinates the activities of community service workers; and completes related documentation.
- Consults with volunteer booster associations to review department operations/activities, assists with reviewing and resolving problems, and discusses long-term projects and ideas.
- Communicates with City officials, Board/committee members, employees, volunteers, other departments, patrons, government agencies, community organizations, the public, artists/performers, consultants, vendors, service providers, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Operates a personal computer, general office equipment, and athletic equipment as necessary to complete essential functions to include the use of word processing, spreadsheet, database or other system software.
- Performs general, administrative and clerical tasks, which may include answering telephone calls, scheduling meetings, distributing marketing materials, typing documents, making copies, sending/receiving faxes, filing documents and processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in recreation or a related field; supplemented by five (5) years of progressively responsible experience supervising athletic programs, resources and staff; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles, practices, techniques and equipment used to plan, develop and implement athletic programs.
- Knowledge of the City's administrative policies and procedures, and of the principles and practices of supervising staff and resources.
- Knowledge of creating and utilizing athletic scheduling and elimination brackets including various forms of round robin and pool play scenarios.
- Ability to plan and manage community athletic programs.
- Ability to develop and implement multiple programs; must be able to effectively lead, motivate, and evaluate assigned staff.
- Ability to conduct on-site inspections of athletic facilities assigned to the division.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to

determine necessity for revision of organizational components, and in the formulation of operational strategy.

- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- 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.
- 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.
- 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.

#### **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also 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.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such dirt, dust, pollen, odors, wetness, humidity, rain, or temperature extremes.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*