

**MAJOR FUNCTIONS**

This is responsible professional work concerning the development and supervision of specific athletic programs. Duties include assisting in the overall coordination of the Athletic Division activities. Work is performed under the administrative direction of the Superintendent-Athletics who reviews work through conferences, reports, observations and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, implements, and supervises major and minor adult and youth sports activities. Prepares specifications and orders athletic materials and supplies. Maintains inventory of equipment and supplies. Assists Athletic Superintendent in the supervision and administration of all athletic activities. Plans, organizes and supervises one or more citywide youth and/or adult athletic programs such as golf, tennis, aquatics, football, baseball, basketball, track and field, softball and soccer. Assists in the organization and operation of all special athletic events. Trains and supervises staff members in executing their duties. Assists in the training and scheduling of part-time staff. Keeps abreast of new trends, rules, and techniques. Ensures that approved programs are implemented as directed. Assists in preparation of budget estimates, periodic and special reports. Assists Athletic Superintendent in interpreting program policies and procedures to the general public and interested groups. Schedules facilities and recommends appropriate maintenance of areas under their supervision. Recommends the selection, transfer, promotion, grievance resolution, discipline and discharge for part-time and volunteer staff. Works with public in promotion of programs and activities. Performs related work as required.

**Other Important Duties**

Develops and maintains the division's web page. Coordinates the dissemination of all public service announcements for the department. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge in a specialty area of adult and youth athletic programs and in the fundamentals of athletics. Considerable knowledge of materials and types of facilities required to execute all athletic programs. Ability to communicate effectively. Ability to work effectively with all segments and age groups of the community. Ability to prepare reports. Ability to analyze problems and make recommendations. Ability to recruit, train and conduct youth and adult clinics for volunteers, coaches and managers. Considerable public relations skills and experience. Skills in planning, organizing and implementing an athletic activity. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possess of a bachelor's degree in recreation, leisure services, physical education, business, public administration or a related field and two years of experience in leisure services, teaching physical education, coaching, or administration of a service-oriented program; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license within 6 months of appointment.

Established: 01-24-90  
Revised: 08-12-92  
11-17-03  
12-20-05  
11-02-09\*