SENIOR SUPERVISOR - ATHLETICS **328**

MAJOR FUNCTION

This is responsible professional, administrative and supervisory work in the development, coordination, and supervision of adult and youth athletic programs and activities. Work includes supervising full-time and part-time Athletics employees and overseeing division-wide operations. Work is performed under the general supervision of a Senior Manager in Parks, Recreation & Neighborhood Affairs; however, the employee must exercise independent judgment and initiative in executing assignments. Work is reviewed through conferences, reports, observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, organizes, coordinates, implements, and supervises division-wide adult and youth athletic programs, activities, and special athletic events, and ensures approved programs are implemented as directed. Oversees Athletics Division operations to ensure consistency in program delivery and compliance with established policies and procedures. Interviews, hires, and supervises full-time and part-time Athletics employees, including subordinate supervisors. Assigns and reviews work, provides guidance, trains, and evaluates employees, and recommends personnel actions as appropriate. Develops, implements, and interprets program policies and procedures and serves as a resource to staff, the general public, and specialized groups. Reviews program participation, staffing needs, and overall effectiveness; uses surveys, research, and needs assessments to evaluate community satisfaction and make recommendations for improvement. Assists with the preparation and monitoring of the budget and makes budgetary recommendations for the division. Facilitates the purchase and inventory of equipment and supplies for athletics programs and activities. Coordinates activities with other City divisions, outside agencies, or community organizations as directed. Coordinates the scheduling and use of athletic facilities and recommends appropriate maintenance of areas under the division's supervision. . Prepares periodic and special reports and performs administrative tasks associated with Athletics operations. Responds to and resolves operational issues, community concerns, or customer complaints. Performs related work as required.

Other Important Duties

Oversees the development and maintenance of the division's webpage and the marketing and promotion activities of the Athletics Division. Represents the department in community meetings, organizational functions, civic groups and professional associations. . Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of the principles and practices of athletic program administration and the fundamentals of adult and youth athletics. Considerable knowledge of the budget process, office management and department policies, procedures and practices. Considerable knowledge of the materials, supplies, equipment and facilities required to execute athletic programs. Knowledge of current trends, rules, and techniques in athletic programming and facilities. Ability to plan, assign, coordinate, train and supervise full-time and part-time employees. Ability to prepare reports and communicate effectively. Ability to work effectively with different segments and age groups of the community Considerable skill in public relations. Skills in planning, organizing, implementing, and evaluating athletic programs and activities. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree with major course work in recreation administration, physical education, leisure services public or business administration or a related field and two years of professional experience that includes leisure services, athletic programming, teaching physical education, coaching, or administration of a service-oriented program or an equivalent combination of training and experience.

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