

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT DIRECTOR, RECREATION

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, coordinate, and oversee athletic programs and to assist with administration of department programs and activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides direction, training, guidance and assistance to employees, coaches, volunteers, or other workers; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, program participants, the public, and other individuals; initiates any actions necessary to correct deviations or violations.

Plans, coordinates, organizes, and supervises athletic programs for youth and adults; supervises youth/adult programs, leagues, weekend tournaments, gym activities, field activities, and special events; organizes and instructs special classes as needed.

Schedules programs, events, and related activities; prepares schedules and team rosters; promotes programs within the community.

Schedules coaches, scorekeepers, or other workers for various sporting activities; prepares schedules for officials to ensure adequate coverage.

Conducts registration for recreational programs; collects registration fees, records payments, and forwards as appropriate.

Provides information to the public regarding recreational programs, activities, events, schedules, fees, procedures, forms, or other issues; responds to routine questions/complaints and initiates problem resolution.

Supervises use of recreational facilities; enforces facility rules/regulations; provides information regarding programs and facilities; monitors conduct of program participants and responds to situations involving disruptive behavior or other problems; mediates conflicts/disputes; contacts law enforcement personnel when necessary.

Coordinates certification of volunteer coaches; selects volunteer coaches with appropriate mental/physical well-being to act in best interests of youth; instructs and certifies coaches.

Performs administrative functions; assists with development of policies and rules; prepares promotional materials; prepares contracts for officials and scorekeepers; prepares billing statements to charge officiation fees to user groups; develops league/team rosters.

Assists in developing departmental budget.

Prepares or completes various forms, reports, correspondence, purchase requisitions, uniform orders, team rosters, try-out rating forms, schedules, billing for sports officials, rules, newspaper articles, promotional materials, budget documents, or other documents.

Receives various forms, reports, correspondence, registration forms, liability waivers, billing for sports officials, budget reports, athletic field drawings, layouts, rulebooks, rules, regulations, policies, procedures, operational guides, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, sports programming, or other programs.

Maintains records of departmental activities.

Monitors inventory of department equipment, tools, parts, supplies, uniforms, or other materials; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials.

Assists in preparing/maintaining soccer fields, baseball/softball fields, and football fields for use for individual games, leagues, and tournaments; drags ball fields; marks lines/boundaries on ball fields with chalk or paint; sets layouts for soccer fields, flag football fields, and baseball/softball fields; sets up pitching machine for use in baseball/softball activities.

Assists in performing semi-skilled/manual tasks associated with maintenance of athletic fields, buildings, or related facilities, which may include erecting or removing batting cages, repairing equipment, performing building repairs, assisting with construction of concession stands and dugouts, cleaning building siding, cleaning sidewalks, cleaning restrooms, cleaning office areas, or lifting/moving heavy materials.

Assists in performing various grounds maintenance tasks, which may include mowing grass, edging/trimming landscaped areas, trimming shrubbery, spreading seed, applying fertilizers, applying pesticides and herbicides, mulching grounds, sweeping/raking grounds, digging holes/trenches, shoveling/spreading materials, removing rocks from fields, or disposing of litter/trash from grounds.

Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a pitching machine, sports paraphernalia, front end loader, backhoe, tractor, bush hog, mower, infield probe, gator, weedeater, leaf blower, pressure washer, skil saw, pick ax, shovel, rake, pitchfork, ladder, measuring devices, carpentry tools, mechanic tools, hand tools, or general office equipment.

Transports, loads, or unloads various equipment and materials associated with department activities.

Supervises and assists in performing general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing or cleaning equipment, or cleaning shop or work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Communicates with director, employees, volunteers, community service workers, other departments, law enforcement personnel, outside contractors, community organizations, schools, coaches, sports officials, program participants, parents, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Administers first aid to injured persons until arrival of emergency medical personnel.

Maintains a comprehensive, current knowledge of applicable sports/game/field rules, guidelines, policies and procedures; maintains an awareness of new practices, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Recreation Program Administration; supplemented by two (2) years previous experience and/or training involving recreation program administration, athletic league/program coordination, athletic field maintenance, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid CPR/First Aid certification. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, 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).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.