

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Executive Director, Sportsplex
FUNCTIONAL AREA: Sportsplex Department

WORK OBJECTIVE:

Under executive direction, the purpose of the position is to direct the planning, organization and management of the City's Sportsplex and tennis activities, athletics programs and special events. Employees in this classification perform at senior management level, and are responsible for directing the administrative and professional work responsible for ensuring a variety of safe, quality leisure opportunities offered by the City's assigned recreational programs. This position also has the responsibility of organizing and overseeing the upkeep, upgrade, construction and/or renovation of recreational facilities, as needed. Work is performed in accordance with broad directives, however may confer with the City Manager on matters involving unusual administrative or legal problems.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes and implements departmental goals and coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements related policies and procedures.
- Directs, supervises and evaluates Sportsplex and tennis staff.
- Administers Lease Agreement with the Broward County School Board for Coral Glades High School and coordinates the use of City facilities by the high school.
- Serves as City liaison with the Coral Springs Sports Commission and administers the city grant funding associated with that committee.
- Coordinates public and private community-wide partnerships to support and expand leisure services; administers the application of City, State and Federal Grants for assigned recreation activities and special programs.
- Directs the management and operation of assigned recreation facilities and ensures the safety and cleanliness of equipment; reviews facilities conditions and recommends upkeep, upgrade, construction and/or renovation of facilities; coordinates activities with other city departments, civic groups, and sports/recreation groups.
- Performs public relations functions between the city, community and various civic agencies/groups.
- Performs complex administrative and accounting duties, e.g., reviews and evaluates program statistical data, reviews submitted research reports and documentation; prepares and manages annual budget, reviews and verifies account records, controls budgetary expenditures.
- Manages assigned recreation projects and monitors facilities improvements and consults with contractors to ensure safety, cost effectiveness, aesthetics and compliance with city policies.

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- Researches and evaluates existing programs, activities and leagues to ensure the safety, general welfare and enjoyment of the general public as directed by City Manager; presents recommendations for improvement.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Recreation or related field; supplemented by five (5) to seven (7) years progressively responsible experience in the administrative aspects of general public recreation programs, e.g., marketing, obtaining sponsorship, coordinating special events, and facilities maintenance and upkeep. An equivalent combination of education and experience may be considered.

Knowledge, Skills, & Abilities –

Thorough knowledge of modern administrative principles, practices and procedures of all phases of Sportsplex/Tennis operations and their application to community needs.

Considerable knowledge of the development of Sportsplex/Tennis activities; ability to present and promote such programs to the public through various means of marketing and promotional activities.

Thorough knowledge of all Sportsplex/Tennis facilities, equipment, instruments, materials and supplies and their effective utilization.

Ability to understand, follow and direct written and oral instructions.

Ability to exercises sound judgment and discretion in decision making and all phases of responsibilities.

Ability to effectively plan, direct and supervise a staff comprised of entry and journey level professionals engaged in carrying out division functions.

Ability to read, analyze, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, City officials and the general public.

Skill in negotiating contracts and establishing public/private partnerships.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments. Due to the nature and location of the work environment,

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tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.