



## CITY OF HOT SPRINGS, ARKANSAS

### Job Description

*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 essential job functions herein described.*

### Sports Recreation Operations Manager

Department	<b>Parks &amp; Recreation</b>
Pay Grade	<b>15</b>
FLSA Status	<b>Non-Exempt</b>
Safety Sensitive	<b>No</b>

#### **JOB SUMMARY**

Performs skilled work planning, organizing, supervising, and coordinating activities of recreational, athletic, and special event programs and sports facility operation and maintenance for youth and adults.

#### **ESSENTIAL JOB FUNCTIONS**

- Supervises, plans, implements, and/or directs the activities of and maintains statistics for all city athletic programs and assigned special events, including cost/benefit evaluations for recreational programs based on revenues generated, number of participants and other criteria.
- Oversees Kimery Park operations and programs; approves work, field maintenance, and turf management schedules for Kimery Park and other program locations as needed.
- Assists with concession operations (contracted or City operated).
- Operates computer for maintaining records and processing data; researches and analyzes data for recommendations regarding new programs and changes to existing programs and facilities.
- Establishes standards for implementing new programs.
- Selects, trains, and supervises recreational and contract labor personnel, including but not limited to referees, scorekeepers, interns, and seasonal help.
- Prepares bid specifications and requisitions for new equipment; maintains inventory of recreational equipment.
- Interprets rules for sports and games; mediates disagreements of games and recommends appropriate disciplinary action.
- Prepares budgets and monitors expenditures.
- Researches and develops funding opportunities; assists with marketing of facilities and services.

- Prepares monthly activity reports; maintains schedules; receives money and prepares for deposit.
- Directs and/or performs maintenance and repair of facilities and equipment as needed and required.
- Formulates a strategic plan, operational goals, and objectives.
- Develops partnerships with surrounding recreation providers and schools to provide joint events and activities.
- Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time.
- Performs any other related duties as required or assigned.

**Supervision Received:**

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports directly to the Parks & Recreation Director & other senior management.

**Supervision Exercised:**

Supervises a small group (3-7) of employees, usually of lower classifications.

**QUALIFICATIONS****Education and Experience:**

Bachelor's Degree in Park/Recreation Administration, Recreation Management, Sports Management or other related field preferred; education and/or experience may be substituted; and five (5) years related experience and/or training, and two (2) years related management experience; or any equivalent combination of education and experience.

**Licenses or Certifications:**

Professional Certifications in program delivery areas, preferred.

Must possess a valid driver's license and a clean driving record.

Must obtain CPR and First Aid Certification within 100 days of hire.

**Knowledge, Skills and Abilities:**

- Broad knowledge of such fields as accounting, marketing, business administration, finance, etc.
- Knowledge of Microsoft Word, Excel, PowerPoint, and other similar programs.
- Ability to use computers for data entry and word processing.
- Ability to write reports, business correspondence, and policy/procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

- Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

### **PHYSICAL/MENTAL DEMANDS**

While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, feel, talk, or hear; frequently required to sit, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

### **WORK ENVIRONMENT**

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, outdoor weather conditions; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and wet or humid conditions. The noise level in the work environment is usually moderate.

### **EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the job description and certify that I am able to perform the essential duties and responsibilities of this position and that I meet the qualification requirements stated herein. I acknowledge that in addition to the duties outlined above, I may be required to perform additional duties not specifically spelled out in this job description.

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**Employee Signature**

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**Date**

*The information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job, and does not in any way represent a contract of employment.*

*The City of Hot Springs is an Equal Opportunity Employer and will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, religion, sex, age, disability, veteran status, marital status, ethnicity, pregnancy, sexual orientation, or national origin.*