

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Sports Fields and Programs Manager	Job Code: 3228
Date: September 28, 2017	EEOC Code: PR
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional-level, managerial work with responsibility for major multiple athletic adult and youth programs and the maintenance of sports field locations.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Assistant Director – Parks and Recreation and performs all work under very general direction. This work differs from that of lower-level Recreation Coordinators by its greater complexity of tasks and supervisory responsibility over sports fields and programs.

ESSENTIAL DUTIES: Oversee planning, organization, implementation, evaluation, and modification of sports programs and field maintenance; assign staff and ensure adequate program coverage; create, track, and modify budget and expenses; conduct market analysis and create sports marketing strategies and campaigns; assess facility needs and recommend improvements; as needed, oversee contractors; maintain cooperative relationships with schools, program participants, and community groups; create and make presentations to Parks and Recreation Board, City administration and departments, community groups, and the public; represent the City regarding recreational sports administration.

Schedule, manage, and coordinate facility and field reservations for City and Provo School District field locations; coordinate turf and facility maintenance between City and other agencies; conduct program cost-benefit and economic analysis; track and monitor field usage; conduct maintenance and safety inspections of facilities and fields; manage daily operations; act as liaison to and resolve conflicts between governmental agencies; enforce business licensing, permit needs, and other City and department rules and regulations; prioritize usage based on group needs; create field and facility use rules and communicate them to participants; negotiate and manage rental contracts; negotiate and collect fee payments; manage operational expenditures including athletic turf maintenance and equipment upgrades.

Supervise, plan, and coordinate work of assigned staff and volunteers including scheduling of workload and coordinating workflow; oversee staff and volunteer training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including the hiring and firing of personnel; create, maintain, and review all reports, work records, MOUs, SOPs, contracts, work specifications, and appropriate documentation; assist other staff members and the public as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Recreation Management, Physical Education, or closely related field and four (4) years of experience in recreation management; **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certifications: A valid, lawful Driver's License and a Parks and Recreation Professional Certification by the National Recreation and Parks Association are required.

SELECTION FACTORS: *Knowledge of:* the process and procedures required to organize and schedule recreational athletic programs for youth and adults; needed equipment for various recreational sports programs; athletic field maintenance; basic management and supervisory practices; processes and procedures in establishing and administering program budgets; laws, codes, rules, and regulations governing recreation programs; patron safety and protection techniques and certifications; policies and procedures established for the work system; the operations, functions, and terminology common to athletic recreation programs and activities; basic English composition, spelling, and grammar. *Skill in:* creating presentations; handling personnel issues and coaching employees; practicing trust-building behaviors. *Ability to:* conduct performance evaluations; organize a broad range of classes, special events, and athletic programs; organize leagues, tournaments, game schedules, and tournament brackets; conduct cost-benefit analysis; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with boards, employees, volunteers, City administration, media representatives, other agencies and the public; prepare clear, concise, and accurate reports; implement and maintain revenue-generating programs; exercise independent judgment while evaluating situations and in making determinations; enforce rules and regulations and resolve conflicts in a fair and non-confrontational manner.

TOOLS AND EQUIPMENT USED: Vehicles, scoreboards, various athletic equipment, field marking machine, computer, office equipment, office and sports-related software

PHYSICAL DEMANDS: Requires some lifting of heavy objects and boxes.

ENVIRONMENTAL FACTORS: Office and outdoor work with some exposure to adverse weather conditions. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



 Department Director

9/18/17

 Date



 Mayor/Chief Administrative Officer

9/28/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.