



City of Pascagoula Job Description

Athletic Director

DEPARTMENT: Parks and Recreation **LABOR GRADE:** 117
EXEMPT(Y/N): Yes **POSITION CODE:** 301010
REPORTS TO: **Parks and Recreation Director**

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This position is responsible for planning, organizing, and directing youth and adult athletic activities; assists with coordinating the maintenance of all City's athletic facilities in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Directs youth and adult athletic leagues and camps.
- Directs various youth athletic special events such as Hershey Track & Field; Pitch, Hit and Run; and Punt, Pass and Kick.
- Coordinates the use of the Recreation Departments athletic facilities, including the Pascagoula Sports Complex, and serves as liaison between the City and semi-independent leagues as well as school teams and tournament directors.
- Coordinates the use of school system facilities by recreation sports programs.
- Hires officials and seasonal help for athletic programs and ball field maintenance.
- Establishes league and tournament schedules; creates publicity releases and promotional literature.
- Conducts certification clinics for youth sports coaches.
- Monitors programs to ensure cost effectiveness, safety and customer satisfaction.
- Solicits sponsorships for programs from area businesses and organizations.
- Occasionally officiates' athletic contests.
- Receives and investigates complaints; receives and implements requests and suggestions concerning athletic programs and facilities.
- Any other duties assigned by the **Parks and Recreation Director**.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position directly supervises the Park Attendants on a daily basis.

EDUCATION and/or EXPERIENCE:

A high school graduate; a bachelor's degree in recreation or related field; and three (3) to five (5) years experience planning and directing recreational activities; or any combination of experience and education that results in the required knowledge, skills, and abilities is required.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, Excel, Publisher, and Outlook is required; previous experience with MUNIS software is preferred. A thorough knowledge of recreational sports administration is required. A working knowledge of turf and athletic facility maintenance is desired. A valid Mississippi driver's license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Strong interpersonal skills are essential to maintain effective working relationships with others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to stand; walk; use arms, hands, and fingers; see; hear; and speak. The ability to lift and carry sporting/recreational equipment weighing up to 50 pounds is required.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud. The majority of work is performed indoors, but work is frequently performed outdoors and in all types of weather conditions.