

**CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT**



POSITION OPENING: 24-10 **Post Dates:** 9/8/2023 – 10/23/2023

Classification Title: Athletic Services Manager I

Pay Range: \$55,400 - \$85,500
Salary is based on education and experience

Department: Leisure Services

Status: Regular/Full-time

Probationary Period: One (1) Year

Job Summary

This role will be responsible for managing athletic programs and developing programs to include planning, organizing, leading and conducting recreation programs and services for all ages and various interest levels. Manage scheduled activities, publicize through the community, obtain funding for activities, and more. Oversee a staff (including volunteers) dedicated to making the fun happen.

Essential Tasks

- Oversee the youth and adult athletic programs and identify ways to enhance and develop programs to include planning, organizing, leading and conducting recreation programs and services for all ages and various interest levels.
- Perform personnel administration functions; recruit, select, supervise, train, develop, discipline, and discharge staff.
- Assist with the development and evaluation of various fees and charges associated with recreational program offerings.
- Work closely with the Department of Public Works and other departments to coordinate recreation program activities.
- Provide input on program/event budgets for the Director's review.
- Effectively interact with a diverse population of citizens, customers, community groups, and advisory boards and respond to community requests, needs, and complaints.
- Organize and carry out all other duties and special projects as assigned.

Reports to:

Director of Leisure Services

Knowledge, Skills, and Abilities

- Knowledge of the objectives and principles of public recreation administration.
- Knowledge of the activities that make up a community recreation program.
- Detail oriented and proficient in MS Office.

- Knowledge of city budget and purchasing policies and procedures.
- Knowledge of the American with Disabilities Act (ADA) as it relates to the inclusion of individuals with disabilities in recreation activities.
- Skill in communicating in writing and/or in person on a one-on-one basis and before groups.
- Recruit, train, monitor, and evaluate staff from varying backgrounds.
- Ability to analyze, develop options and present programs to public, Mayor/Council and staff.
- Ability to evaluate, monitor, and adjust contractual services.

Physical Demands – Class E

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; climb up and down stairs, sit; and use hands to finger, handle or feel objects, tools, or controls; lift up to 40 lbs.; occasionally required to reach with hands and arms, and to sit; climb or balance and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work is typically performed in an office, in athletic facilities, and outdoors in hot, cold, or inclement weather. Will be required to work beyond normal business hours in response to attend evening meetings, complete work assignments and needs of programs, planning and issues. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Minimum Qualifications

- Combination of equivalent education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of Athletic Manager role. Consideration given for possession of associate degree from accredited school in related field.
- Minimum two (2) years of experience in recreation (preferably municipal parks and recreation) including at least two years of supervisory or management experience.
- Minimum two (2) years recent, progressively responsible experience planning, organizing, and directing youth recreation programs.
- Ability to effectively communicate both orally and in writing in business English.
- Proven employment history involving program planning.
- Demonstrated history of interaction with diverse groups to achieve designated goals.
- Experience with contractors' selection, monitoring and evaluation.
- Familiar with most common social media platforms and office systems.
- Possesses or has ability to obtain a current, valid State of Georgia driver's license and a safe driving record.

Application must be completed in full to be considered.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**