
JOB DESCRIPTION

Job Title: Athletic/ Recreation Director

Department: Recreation

Class:

Pay Group: 16

FLSA Status: Exempt

EEOC Category: Professional

Reports to: Assistant City Manager

Objective

For the City of Hillsboro to provide recreational and athletic programs, in an environment that is safe and educational for the Hillsboro Community.

General Statement of Duties

The purpose of this position is to manage, operate indoor and outdoor athletic and recreation programs year-round. This is accomplished by coordinating support staff, program and event planning, managing and marketing programs/leagues, and interacting with other city employees and citizens. This position requires a work flexible schedule.

Essential Duties and Responsibilities

1. Supervise the organization, implementation, and evaluation of athletics leagues and recreational programs, including but not limited to baseball, softball, basketball, volleyball, soccer, etc.
2. Coordinate the design and creation of necessary materials to market and promote programs and events to ensure maximum media coverage.
3. Communicate through written memos, email and meetings. Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
4. Manages programs and marketing by overseeing staff/equipment, responding to public inquiries regarding athletic leagues and programs, correcting problems and unforeseen issues, and working to provide positive public relations.
5. Maintain harmony among staff and resolve grievances; perform or assist subordinates in performing duties; adjust errors and complaints.
6. Ability to develop and manage the financial budget for the Recreation Division.
7. Monitor and ensure safety of the participants in programs.
8. Maintain accurate accountability for cash handling.
9. Performs costs analysis for developing new programs; prepare accurate financial records, activity reports, and other required documentation as requested.
10. Ability to coordinate athletic programming with schools and organizations to maximize inter-local agreements and contracts.
11. Work nights and weekends.
12. Performs related duties as may be assigned.

Supervisory Responsibilities

None

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

1. **Problem Solving** – Identifies and resolves problems in a timely manner; develops alternative solutions; uses reason even when dealing with emotional topics.
2. **Project Management** – Communicates changes and progress; completes projects on time and within budget.
3. **Technical Skills** – Assess own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
4. **Customer Service** – Manages difficult or emotional situations; responds to requests for service and assistance; meets commitments.
5. **Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas.
6. **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
7. **Written Communication** – Writes clearly and informatively; able to read and interpret written information.
8. **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
9. **Leadership** – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
10. **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
11. **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; conserves organizational resources.
12. **Diversity** – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
13. **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
14. **Judgment** – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
15. **Motivation** – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
16. **Planning and Organization** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

17. **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
18. **Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
19. **Quantity** – Completes work in a timely manner; strives to increase productivity; works quickly.
20. **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe or unsecure conditions; uses equipment and materials properly.
21. **Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
22. **Attendance and Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
23. **Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternative plan.
24. **Innovation** – Meets challenges with resourcefulness; generates suggestions for improving work.

Education and/or Experience

Bachelor's degree in Parks and Recreation, Physical Education or related field and three years' experience in athletic and recreation programming preferred. Or any combination of education, experience and training that is equivalent.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Computer Skills

To perform this job successfully, an individual should have operating knowledge of Windows 10 Operating System; Internet Explorer, Internet browser software; Microsoft Office.

Physical and Environmental Conditions:

Duties are generally performed citywide in both outdoor and indoor settings. This is light to medium work requiring the successful candidate to lift or carry fifty (50) pounds occasionally and up to twenty (20) pounds frequently to move, lift and push objects. Must be able to climb, stoop, kneel, crouch, reach and handle objects. Must be able to stand, walk, and sit up to 1 hour daily. This position is subject to outside environmental conditions, including extreme cold, extreme heat, hazards, and atmospheric conditions.

Certificates and Licenses Required:

First Aid and CPR certification or ability to obtain within first 6 months of employment is required; and a Valid Texas Class C driver's license with acceptable driving record is required.