

SPORT FIELD MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for managing, directing, supervising, and coordinating the daily and long-term operations of recreational facilities and athletic fields at all Broome County Parks. The incumbent supervises scheduled use of the recreational facilities and parks, which may require hours to be worked on weekends or holidays and other than normal work hours. Work is performed under the general direction of the Director of Parks, Recreation and Youth Services, with leeway allowed for the use of independent judgment. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates with the Event Coordinator to organize, develop, and schedule the rentals of recreational facilities and athletic fields;

Supervises the day-to-day operations of recreational facilities and athletic fields, including staffing, programming, and purchasing for facility and grounds maintenance;

Coordinates with the customer to determine technical and/or other specials requirements necessary for the event, and assists in the attainment of additional resources;

Determines resources available, such as equipment or labor, and compares with event requirements;

Ensures adequate staffing for events and coordinates with event planner's schedule for setup, technical, stage and other crews, and supervises staff during events;

Attends special events to facilitate operations and responds to emergencies or problems;

Ensures that all aspects of events are implemented and controlled according to plans;

Provides assistance and information to staff and outside organizations regarding facility use and capabilities, and promotes their use;

Interviews, hires, trains, evaluates, disciplines, and has the authority to terminate employment of subordinates;

Assists in the negotiation and administration of contracts for use of the facility and negotiates agreements with organizers of special events;;

Manages, and maintains all Broome County sports fields, and recreation facilities;

Performs scheduled and unscheduled inspections of all facilities for proper maintenance, preparation, and cleanliness.

SPORT FIELD MANAGER—cont'd

Troubleshoots a variety of operational and event management/user group problems, such as scheduling conflicts, equipment failure, and other facility maintenance issues;
Responds to service requests from users of County parks athletic facilities;
Procures equipment, material, and other resources to enable staff to carry out the assigned work;
Improves processes and programs through participation on special projects, program assignments and initiatives.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of event planning methods and principles;
Good knowledge of health, fire, and safety regulations affecting the use of facilities;
Good knowledge of current trends and developments in the field of parks and recreation management as it relates to special events;
Good knowledge of the basic laws, rules, and regulations relating to the use of facilities as applicable to County operations;
Good knowledge of grass field and Synthetic turf maintenance;
Good knowledge of athletic and recreational facility rentals;
Good technical knowledge of multi-use sports field maintenance and repair;
Good knowledge of standard business practices and procedures;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain successful relationships with others;
Ability to plan, direct and supervise the work of others;
Ability to manage events of all sizes with responsibility for designated areas of operation;
Ability to operate a computer and various software programs;
Skill in prioritizing, organizing, and managing multiple simultaneous projects;
Willingness to work in adverse weather conditions;
Willingness to work a varying schedule which includes morning, evenings, weekends, split shifts, and holidays, as required;
Good judgement;
Dependability;
Initiative;
Tact.

SPORT FIELD MANAGER—cont'd

MINIMUM QUALIFICATIONS:

A) Possession of an Associate's Degree in Parks and Recreation Management, Sport Facilities Management, or closely related field and two (2) years of experience in athletic, and/or recreation facilities maintenance; OR

B) Graduation from high school or possession of an equivalency diploma and four (4) years of experience in athletic, and/or recreation facilities maintenance; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level motor vehicle operator's license.