

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Sports Specialist III GRADE: H CODE: 3332
SERIES: Recreation DATE: 1/13/88

Examples of Important Duties (Continued)

Education, youth and adult organizations. Serves as liaison to other department operations.

5. Coordinates externally. Meets with citizens, coaches, players, parents, community groups, business groups, sports associations, and government agencies to identify needs, plan programs, and answer questions about sports programs. Investigates complaints.
6. Publicizes programs. Writes articles, newsletters, news releases, flyers and ads. Sends promotional materials to news media and mailing list of interested persons and groups. Reports game results to news media.
7. Keeps records. Maintains records of revenues and expenditures, time cards, inventory of supplies and equipment, memberships, participants, and mailing lists. Writes daily and monthly administrative reports.
8. Generates revenue. Plans and schedules revenue-producing programs involving competitive leagues, clinics and tournaments.

Important Worker Characteristics

- A. Considerable knowledge of (1) Commission organization; (2) Commission policies and procedures;* (3) equal employment opportunity; (4) First Aid and CPR; (5) Merit System regulations;* (6) office practices; (7) physical education; (8) safety; (9) sports and trends in sports; (10) supervision; (11) tournament administration.
- B. Skill in operation of (a) auto; (b) calculator; (c) various sports equipment.
- C. Ability to (1) apply principles to solve complex problems with many variables; (2) read reports and correspondence; (3) write routine reports and correspondence; (4) use proper spelling, punctuation and grammar; (5) make oral presentations to large groups; (6) communicate effectively; (7) organize work efficiently; (8) provide courteous service.

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* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelors degree in Physical Education, Recreation or related areas; or four years professional experience in one or more of these areas; and four years of professional experience in the sports, and/or recreation fields with some supervisory experience; or
2. An equivalent combination of education and experience.
3. Valid Maryland drivers license, or the ability to acquire one.

Working Conditions

Works in office and community. Works long hours, evenings, weekends, and holidays. Exposed to frustrated and upset persons. Considerable pressure to meet deadlines. Some driving.