

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Sports Coordinator
SERIES: Recreation

GRADE: I **CODE:** 3335
DATE: 1/13/88

Class Definition

Under direction, assists in the overall development and administration of the county-wide sports/athletic program. Coordinates activities at sports facilities (e.g., gymnastics and fitness center and boxing center) and organizes and supervises sports programs for the county boys and girls clubs. Performs professional recreation work, involving considerable responsibility, complexity and variety. Goal is to meet needs of County and be financially self-sustaining in areas involving county-wide athletic competition. Manages division in absence of division manager. Performs other related duties as assigned.

Examples of Important Duties

1. Monitors and assists in managing division operations. Organizes, reviews and approves operating procedures (e.g., hours, building security, safety). Conducts inspections. Investigates accidents, fires, and crimes. Assists with planning the construction, remodeling, and expansion of facilities. Assists in defining goals and objectives and coordinates activities with other Commission units and government agencies.
2. Manages facility budgets. Prepares annual budget requests. Estimates revenues and expenditures. Controls expenditures in accordance with approved budget. Obtains bids and price quotes. Prepares purchase requisitions and check requests; assists with managing division budget.
3. Directs facility programs. Defines goals and objectives. Sets standards. Reviews and approves programs (e.g., rentals, classes, meets, pro shop). Sets fees. Drafts rental agreements. Coordinates activities with other Commission units and outside government agencies. Evaluates programs and personnel.
4. Provides operating standards. Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Recruits, selects, and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Conducts staff meetings.
5. Coordinates programs. Plans and organizes sports leagues, tournaments, and events. Establishes entry requirements. Collects fees. Schedules games, facilities, and officials.

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Examples of Important Duties (Continued)

- Attends games to evaluate officials, teams, and facilities. Disciplines players, coaches, and officials for misconduct. Resolves problems and disputes. Investigates serious injuries.
5. Schedules league playoffs and championship games. Obtains commercial sponsors. Makes hotel arrangements for out-of-town teams. Presents awards to teams and Most Valuable Players. Writes final evaluation report to guide next year's league Play.
 6. Coordinates externally. Meets with citizens, parents, community groups, business groups, sports associations, Planning Board, Board of Education staff, County Council and other government agencies to identify needs, plan programs and answer questions about sport programs. Investigates complaints.
 7. Conducts research. Reviews trade literature, conducts surveys, meets with vendors, and exchanges information with other facilities and departments to identify new programs, methods and equipment which might be useful for Division. Attends professional conferences.
 8. Keeps program records. Maintains records of revenues and expenditures, time cards, inventory of supplies and equipment, participants, and mailing lists. Writes periodic administrative reports. Assists with annual report.
 9. Generates revenue. Plans and schedules revenue-producing facilities and programs involving competitive leagues and tournaments.

Important Worker Characteristics

- A. Considerable knowledge of (1) business administration; (2) Commission organization;* (3) Commission policies and procedures;* (4) equal employment opportunity; (5) management; (6) Merit System regulations;* (7) office practices; (8) physical education; (9) recreation; (10) safety; (11) supervision; (12) sports management.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) solve complex problems involving many variables;

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Important Worker Characteristics (Continued)

(2) read technical reports and correspondence; (3) write technical reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations to large groups; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree or four years progressively responsible experience, and five years professional experience in Physical Education, Recreation, or related field; or Master's Degree and three years professional experience in above areas; or
2. An equivalent combination of education and experience. (Professional experience in all cases means experience as a Sports Program Coordinator or Community Center Supervisor, with progressively responsible managerial duties).
3. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Works in office. Community or facility. Works long hours, evenings, weekends and holidays.