

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #129: RECREATION SPORTS SUPERVISOR

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Recreation Center **HIRING RANGE:** \$30,600 - \$46,716/Annually
PAY GRADE: G
DAYS WORKED: Varied **HOURS WORKED:** Varied (Mostly 1:00 p.m. to 10:00 p.m.)
TYPE OF POSITION: Regular, Full-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Works under the general supervision of the Recreation Manager.

Plans, organizes, schedules, and directs all games, facilities, officials, and scorekeepers for city league basketball, volleyball, softball, team tennis, and other sports and activities. Plans and produces awards for annual tournaments and leagues.

Coordinates tournaments, recreation programs, facilities, and activities for schools, clubs, Amateur Softball Association, Farmington Amateur Baseball Congress, and other area associations.

Approves and permits Applications for Facility Usage.

Maintains and updates weekly the Master Field Schedule for all games and practices for City leagues, outside sports associations, tournaments, special events, etc.

Assists with recreation programming and special event programming as needed.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Supervises administrative staff, part-time recreation staff, special interest instructors, seasonal employees, sports officials, and volunteers.

Maintains related records and statistics for programs, personnel, and participants involved in sponsored activities.

Serves as the City Representative for all sports associations.

Prepares disbursements for leagues' expenses.

Organizes, coordinates, and supervises a community recreation program for adults and youth, including passive, active, and summer programs.

Represents department for conducting various special events, including Riverfest, the Connie Mack World Series, Road Apple Rally, Xterra, Turkey Trot, Reindeer Romp, etc.

Performs supervisory duties of the Recreation Center in the absence of the Recreation Manger.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

Performs a variety of miscellaneous duties such as answering phone, assisting customers, scheduling facilities, typing correspondence, running errands, picking up supplies needed for activities, helping set up tables and chairs for classes, etc.

Serves as a member of various employee committees, as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Graduation from a four-year college or university with a degree in recreation or a closely related field and two years recreation experience, or an equivalent combination of education and experience.

Skill in creating imaginative and varied programming.

Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.

Considerable knowledge of rules basketball, baseball, softball, tennis, racquetball, wallyball, and other sports that may be added to recreation program activities.

Considerable knowledge of sports programming and scheduling in a municipal recreation setting.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

First Aid and CPR certification, or ability to obtain such within six months of hiring.

Ability to develop, coordinate, and direct varied activities involved in a community recreation program.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.

Ability to communicate effectively verbally and in writing.

Ability to plan and supervise the work of paid staff and volunteers.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Personal computer, including Microsoft Word software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is moderate while in the office, and moderately loud when in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.