

# NEW CASTLE COUNTY GOVERNMENT

Number 0325

## CLASS SPECIFICATION

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Date 11/04/11

**Title:** SPORTS AND ATHLETICS ADMINISTRATOR

**Approved:**



GENERAL STATEMENT OF DUTIES: Plans, directs, and administers the County-wide sports and athletics program, and park permits functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning, overseeing, and coordinating the functions of the Sports and Athletics and Park Permits offices for New Castle County. Responsibilities include directing program offerings; developing and administering the section budget; coordinating section activities; developing and implementing policies and procedures; establishing standards, interpreting rules, administering discipline, and resolving disputes; inspecting and evaluating facilities; coordinating with outside groups such as sports associations, officials associations, school administrators, parents, community groups, service providers, government agencies, and the media; and coordinating specific programs. This employee supervises professional, support, and seasonal staff and works under administrative direction.

EXAMPLES OF WORK: (Illustrative only)

- Monitors and assists in managing sports and athletics operations;
- Organizes, reviews, and approves operating procedures;
- Conducts inspections and investigates accidents and misconduct;
- Assists with planning the construction, remodeling, and expansion of facilities;
- Assists in defining goals and objectives and coordinates activities with other sections and outside agencies;
- Prepares annual budget request and manages the section budget;
- Estimates revenue and expenditures, controls expenditures in accordance with approved budget, and prepares specifications for annual bids;
- Prepares purchase requisitions and check requests and obtains price quotes for routine items;
- Directs program offerings, defines goals and objectives, sets standards, and reviews and approves programs such as leagues, tournaments, camps, clinics, and special events;
- Sets fees with the approval of the division superintendent and in accordance with the County's fixed policies and procedures;
- Reviews rental agreements and officials' contracts and coordinates activities with other sections in the division and outside agencies;
- Evaluates programs and personnel;

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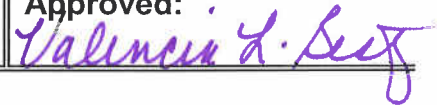
## CLASS SPECIFICATION

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Date 11/04/11

Title: SPORTS AND ATHLETICS ADMINISTRATOR

Approved:



- Provides operating standards; plans, schedules and assigns work; evaluates 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;
- Coordinates specific programs by planning and organizing leagues, tournaments, meetings, and events; establishes entry requirements, collects fees, schedules games, facilities, officials, and staff;
- Attends games to evaluate teams and facilities, disciplines players and coaches for misconduct, resolves problems and disputes, and investigates serious injuries;
- Schedules league playoffs and championship games, obtains commercial sponsors, presents awards to teams and most valuable players, writes final evaluation report to guide following year's season league play;
- Coordinates externally in conjunction with section staff including meetings with citizens, parents, community groups, business groups, sports associations, officials associations, school administrators, members of the media, and other government agencies to identify needs, plan programs, and answers questions regarding sport programs;
- Investigates complaints;
- Promotes upcoming events;
- 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 and attends professional conferences;
- Maintains program records, records of revenues and expenditures, time cards, inventory of supplies and equipment, participants and mailing lists, past champion, and past suspensions;
- Writes periodic administrative reports and assists with annual report;
- Generates revenue, plans and schedules with staff revenue producing activities with goal toward providing self-supporting operations and no less than 100% of direct costs for each program;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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**Title:** SPORTS AND ATHLETICS ADMINISTRATOR

**Approved:**

*Valencia D. Scott*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and methods of developing and administering a sports and athletics program; thorough knowledge of sports rules and national sports associations; thorough knowledge of organizing and administering leagues and tournaments; good knowledge of coaching and officiating techniques; good knowledge of facility dimensions and equipment standards; good knowledge of sports law and liability; some knowledge of sports injury prevention; ability to interpret playing rules and resolve disputes between various parties; ability to work with program participants at varying skill levels, to assess needs, and to develop programs accordingly; ability to plan, supervise, and evaluate the work of others; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with other employees, the public, school personnel, and representatives of other outside organizations; ability to negotiate contractual services; ability to solve complex problems involving many variables.

**MINIMUM QUALIFICATIONS:** At least three (3) years experience performing professional supervisory recreation work in the development and implementation of sports and athletics programs and possession of a Bachelor's Degree from an accredited college or university with major course work in physical education or recreation; or an equivalent combination of education, experience or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

### HISTORY OF REVISIONS

Established: 10/22/91  
Revised: 01/01/96  
Revised: 07/01/97  
Revised: 03/01/00  
Revised: 04/06/04  
Revised: 11/04/11