

## **SPORTS CENTER ADMINISTRATOR**

Code No. 3-18-409  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for directing and promoting a recreational and community event facility including a field house, athletic fields, and aquatic facilities. Duties include program development, fiscal management, overseeing facility and aquatic maintenance, scheduling of activities, and hiring and supervision of staff. The employee reports directly to and works under the general supervision of a senior level administrator. General supervision may be exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops long range plans, objectives and strategies that will promote use of facilities;

Develops and implements marketing programs in order to maximize use of facilities;

Researches and secures income producing events;

Coordinates schedules of events and activities at facility and related community facilities;

Develops and implements emergency action plans;

Ensures compliance with the New York State Department of Health requirements;

Participates in athletic field development and maintenance planning;

Maintain record of usage of facilities including analysis of patron profile;

Acts as liaison between agency and Greater Rochester Visitor's Association, Inc. and other agencies such as the Monroe County Sports Commission, Chamber of Commerce, and community based youth sports programs;

Works jointly with community groups, vendors, local school district and town staff in an effort to utilize the facilities to their fullest potential;

Coordinates the use and operation of concession stands;

Advertises for, and hires staff;

Oversees the portion of the community education program that is coordinated by Sports Center staff;

Supervises and directs administrative support staff including conducting regular staff meetings;

Establishes guidelines and assures training for various staff members.

### **DEPENDING UPON ASSIGNMENT:**

Develops and administers aquatic programs, including management of pool area, lifeguard staff, swim instruction, and monitoring water quality of pool.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of agency's recreational facilities; good knowledge of marketing techniques and principles; good knowledge of proper emergency plan procedures in a public environment; ability to supervise and motivate staff; ability to assure proper training of staff; ability to promote facility use through development of long range objectives; ability to secure and schedule facility events; good knowledge of ethical and acceptable business practices in dealing with outside agencies; good interpersonal skills; ability to communicate effectively, both orally and in writing; ability to deal effectively with community groups, vendors, staff (including district Supervisor(s) of Physical Education and Athletics) and the public in a professional manner; ability to plan and maintain work schedules; ability to ensure compliance with New York State Department of Health regulations; ability to do research; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience managing\* one of the following: special events, athletic or recreational programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Managing: for the purposes of these minimum qualifications, managing must involve the direction and control of a program or organizational unit and must include resource allocation, program planning, evaluation, and implementation.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** November 8, 2012  
**REVISED:** January 7, 2016