



PRESS RELEASE

RE. PERSONNEL COMMITTEE MEETING
TUESDAY, JANUARY 7, 2020
BEGINNING AT 5:30PM
FIRST FLOOR CONFERENCE ROOM AT CITY HALL

AGENDA

Athletic Director job description change and Step/Grade.



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CITY OF RUSSELLVILLE
Position Description

POSITION TITLE: Athletic Director

Exempt (Y/N): No DEPARTMENT: Recreation & Parks
DATE PREPARED: ~~December 2019~~ ~~November 2013~~ SUPERVISOR:
Parks Director

SUMMARY

This position is responsible for the overall development, scheduling, and operations of any athletic programs or events for the city of Russellville. Coordinate facilities with structured activities. Supervise any personnel necessary to implement athletic programs. Demonstrates ability to establish and maintain a turf maintenance plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Evaluate cost/benefit ratio for athletic programs based on revenues generated, number of participants, and other criteria.
2. Write and update team sports manuals for consistent and effective athletic program operation.
3. Maintain athletic program records and process data of facility use for program activities, number of participants, revenues generated, and resources spent.
4. Research and analyze data for recommending to the Recreation Director additions, deletions, and changes in programs or facilities; implement approved changes.
5. Select, train, and supervise the activities of full-time, part-time seasonal recreational and contractual personnel. Schedule personnel as needed and prepare payroll.
6. Prepare bid specifications and requisitions for new equipment; purchase some items directly.
7. Maintain inventory of athletic equipment.

8. Interpret rules, mediate disagreements of adult league games; provide disciplinary action for program participants in extreme cases of unruly behavior, including suspension from programs and facilities.
9. Confer with various local, state, and national sports organizations for the development and implementation of athletic programs and encouragement of local participation.
10. Monitor program expenditures and assure budgets are not exceeded; derive budget figures from previous year's budget.
11. Establish standards for facilities and athletic program, activities and participation.
12. Perform research for recreational needs of areas and costs of providing programs to fill those needs; recruit participants for new recreational programs.
13. Schedule facility use for athletic program activities and use by other organizations for program use as necessary.
14. Provide information to Recreation Director for evaluating the athletic program.
15. Answer questions from public regarding athletic programs.
16. Prepare and maintain fields, parks, and facilities for use by the public or programs.
17. Perform needed tasks associated with the athletic programs and special events.
18. Assist in the cleaning and maintenance of parks, park equipment and park facilities.
19. Work special events, tournaments, Fourth of July, Kids Fest, track meets, etc.

20. Prepare advertisements, design t-shirt logos and order awards for programs.

21. Performs athletic field maintenance activities such as spraying, inspecting, and applying herbicides and pesticides.

22. Calculates fertilizer rates and calibrates spreaders and sprayers for proper application rates.

23. Evaluates weed control requirements by physical inspection and identification of vegetation type and extent of infestation.

20,24. Selects appropriate chemical agent for control of specific diseases, insects and weeds considering type, infestation, environment and vegetation. Determines appropriate time and schedule for spraying, based on growing season and other variables.

21-25. Perform other relate duties as required or assigned.

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Budget Responsibility: \$ N/A Annual dollars
Facilities and Equipment Responsibility: \$ 100,000 Total value

SUPERVISION RESPONSIBILITIES

Directly supervises three summer interns within the department and work directly with full and part time parks maintenance personnel assigned to turf maintenance activities. Carries out supervisory responsibilities in accordance with the City’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Bachelor’s degree (B.A. or B.S.) from four year college or university and two years of related experience and/or training; or equivalent combination of education and experience and a minimum of two years of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as area, circumference and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver’s License. Must have or be able to obtain a valid pesticide applicator’s license within six (6) months of employment.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with vendors, citizens, outside representatives, community groups and local/state sport organizations.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer and standard office equipment. Operates tractors, sprayers, mowers, weed eaters, scoreboards, truck, hand tools, chain saw, front end loader, field drags and sprinkler systems. Knowledge of techniques and equipment used in the application and use of various control chemicals.

Knowledge of spray chemicals used in growth and control of turf and plant materials.
Knowledge of water and air pollution standards as related to chemical spraying.

OTHER SKILLS AND ABILITIES

Ability to remain calm in public disagreements and disturbances and to resolve them with appropriate tact and procedure. Knowledge of recreation administration theory and procedures. Ability to promote, plan and organize recreation activities. Ability to work with groups of people of all ages. Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and risk of vibration.

The noise level in the work environment is usually loud.

Parks Step and Grade

Position	Begin	1 year	3 years	5 years	7 years	9 years	12 years	15 years	20 years	25 years
Athletic Director	\$39,315.07	\$40,101.37	\$41,103.91	\$43,159.10	\$45,317.06	\$47,582.91	\$49,962.05	\$52,460.16	\$55,083.16	\$57,837.32