

JANUARY 22, 2010
JOB NOTICE

Applications for the position of **ATHLETIC SUPERVISOR IN THE PARK & RECREATION DEPARTMENT** will be received in the office of the Human Resources Director until 5:00 P.M., **FEBRUARY 4, 2010.**

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. *The applications should be prepared following instructions in the letter that is attached to the Job Description.*

Application forms may be picked up in the Human Resources office, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **FEBRUARY 4, 2010.**

ANNUALIZED SALARY: \$35,378.13.

MUST HAVE A BACHELOR'S DEGREE IN RECREATION, PHYSICAL EDUCATION, SPORTS MANAGEMENT, OR A RELATED FIELD FROM AN ACCREDITED UNIVERSITY

MUST HAVE TWO YEARS' EXPERIENCE IN ATHLETIC PROGRAMMING.

MUST HAVE A VALID DRIVER'S LICENSE.

MUST BE ABLE TO WRITE REPORTS AND MAINTAIN RECORDS OF ATHLETIC PROGRAMS.

MUST HAVE KNOWLEDGE OF VARIOUS SPORTS AND THE ABILITY TO UNDERSTAND AND INTERPRET RULES AND REGULATIONS OF ATHLETIC PROGRAMS.

MUST BE ABLE TO CONDUCT CLINICS, CAMPS, AND/OR WORKSHOPS FOR ATHLETIC PROGRAMS.

MUST HAVE GOOD ORGANIZATIONAL SKILLS; MUST HAVE GOOD VERBAL AND WRITTEN COMMUNICATION SKILLS.

***SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

Barry Brewer
Human Resources Director

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.

CITY OF FLORENCE
Job Description

Job Title: Athletic Supervisor	Department: Park & Recreation
Immediate Supervisor: Athletic Director	Section: Recreation

Job Title: Athletic Supervisor	Department: Park & Recreation
Classification Level: Grade 10	
Exempt Status: Exempt	

Job Summary:

Initiates, plans, organizes, schedules, and supervises athletic programs. Recommends purchase of athletic equipment. Assists in the planning of new athletic facilities and/or upgrading of existing athletic facilities. Works some nights, weekends, and holidays. Must be committed to providing quality athletic programs for Florence residents. Performs other related work in department as required.

Essential Duties and Responsibilities:

1. Coordinates athletic leagues, programs, tournaments, and events of the department.
2. Prepares schedules, rules, and other necessary documents for leagues, programs, and events.
3. Ensures that all athletic programs have necessary officials and personnel.
4. Trains necessary personnel for programs. Assigns work schedules.
5. Supervises and/or works with program areas and personnel.
6. Issues schedule of events to Maintenance Supervisor for field and facility preparation.
7. Maintains complete record of activities, participation results, and equipment for all sports.
8. Prepares press releases for media on registrations, league standings, tournaments, and other events.
9. Markets and promotes programs throughout the community.
10. Submits time cards for part-time athletic personnel when required.
11. Prepares budget estimates for athletic division and purchase of equipment.
12. Attends organizational and/or area and state meetings for athletics.
13. Maintains necessary units to keep certification valid and current, if certified.
14. Trains coaches as required through Coaches Certification program.
15. Must keep current on all sports movements, new sports, and changes in old sports. Research information as needed.
15. Informs and updates Parks & Recreation Director and Athletic Director on all athletic programs and/or problems.
16. Works with tennis league director and school personnel on adult and youth tennis programs.
17. Must be willing to travel as needed.
18. Must be willing to assist other supervisors outside athletic program when necessary or instructed by the department Director or immediate supervisor.
19. Maintains inventory of supplies and equipment.
20. Performs other duties as assigned.

Supervision Required:

General supervision from Parks & Recreation Director and Athletic Director

Experience/Training/Licensing Required:

1. A four-year degree in Recreation, Physical Education, Sports Management or related field.
2. Two years' experience in athletic programming in addition to education.
3. Certification in a Coaches training program *is preferred*.

4. Membership in a related professional organization, such as Alabama Recreation & Parks Association (or other state), National Recreation & Parks Association, National Alliance for Youth Sports, or American Alliance for Health, Physical Education, Recreation & Dance *is preferred*.
5. Valid Driver's License.

Required Knowledge, Skills, and Abilities:

1. Knowledge of various sports and the ability to understand and interpret rules and regulations of athletic programs.
2. Ability to conduct clinics, camps, and/or workshops for athletic programs.
3. Good organizational skills.
4. Good verbal and written communication skills.
5. Good moral character with no conviction of a high misdemeanor or crime involving turpitude.
6. Ability to use tact and restraint in dealing with the general public.
7. Ability to write reports and maintain records of athletic programs.

Physical Demands (with or without reasonable accommodations):

Prolonged standing, walking, bending, pushing or sitting, transporting a variety of equipment and supplies.

Equipment/Tools Used:

Telephone, copier, VCR, video camera, slide projector, camera, calculator, facsimile, computer/internet, sound system.

Approved By: _____ Date Approved: _____
(Parks & Recreation Director)

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for positions with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make

arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

SUGGESTIONS FOR FILLING OUT YOUR APPLICATION

Feel free to complete your application while here; or you may take your application home if you prefer, but be sure that you know the date by which it must be returned since applications cannot be accepted after the cut-off date.

It will be helpful to study the description, prerequisites and essential functions sheet of the job for which you are applying before filling out the application. Make sure you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. It is extremely beneficial if you attach a separate sheet listing all experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.

OUR APPLICATION PROCESS

The application you submit will be considered only for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that job.

Selections for vacant City of Florence positions, both open and promotional, are made as follows:

1. Job vacancies for DEPARTMENT HEADS are posted for ONE MONTH.
2. Job vacancies for other positions are first posted internally for 5 days, and then are posted externally for ten (10) business days.
3. After the closing date of posting, the Human Resources Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirements:

EDUCATION (For example, if a high school diploma or GED is necessary, then only those people showing at least this educational level or equivalent experience will be considered qualified in this factor.)

SKILLS (Operating various kinds of heavy equipment, typing, computer skills, etc.)

KNOWLEDGE (Don't forget classes, hobbies, or self-study)

WORK EXPERIENCE (Don't omit volunteer work), and

RESIDENCY (Some positions require)

OTHER JOB REQUIREMENTS (such as a valid driver's license, ability to transport boxes weighing 100 lbs. on a frequent basis, certification in welding, ability to work from 8 a.m. until 5 p.m. five days a week, etc.).

IN OTHER WORDS, IF YOU DON'T LIST IT, WE DON'T KNOW IT!

4. *The most qualified job applicants as determined from the applications, resumes, and any other supporting materials submitted will be referred to the departmental supervisor for further review by interviews and reference checks.

NOTE: If driving is a requirement of the job, you will need to provide the requested driver's license information on the application. If special certification is required, you should provide a copy of the certificate at the time you submit your application.

5. *The best-suited applicant will be chosen for the position.
6. *If you are not contacted for an interview within ten to fourteen days of the closing date of the announcement, you can assume you were not among the applicants selected for possible interview.
7. *If you are interviewed, you will be notified, usually by letter, whether you have been selected or not.

Thank you for your interest in applying for employment with the City of Florence. Don't be discouraged if you are not selected for one job; be sure to apply for other jobs for which you are qualified as they are posted. Our openings are posted on the City's web site (www.florenceal.org), or you can call us at 256-760-6360 to find out what positions are available.

Barry Brewer
Human Resources Director