



CITY OF BAYTOWN
invites applications for the position of:

Athletic Manager

SALARY: \$20.55 - \$25.69 Hourly DOE



Baytown is a growing community with a population of approximately 82,000 situated on the north side of Galveston Bay. As a full-service municipal government our purpose is simple – **Together we enrich lives and build community.**

Our employees are dedicated to public service through **Caring, Innovation, Collaboration, Leadership and Stewardship**, and we are looking for a qualified candidate who shares our values to join our team in the role of **Athletic Manager**.

The **Athletic Manager** manages the daily operation of the adult and youth athletic divisions to include supervising all part-time staff at multiple athletic facilities. Plans, coordinates, and implements community special events as well as assists the Superintendents with the larger community wide events. Monitors and generates reports for the VSI software program. Attends and supervises games, camp tournaments and special events including but not limited to Softball, Flag Football and Basketball. Ensures playing surfaces are clear and safe. Resolves any conflicts that may occur during athletic events. Enforces and interprets rules and regulations. Develops plans and implements a variety of programs, activities and classes. Solicits sponsorships and donations for athletic leagues, and prepares promotional materials and informational items for distribution to schools, clubs, businesses, organizations, and citizens regarding events and programs sponsored by Parks and Recreation. Works with recreation superintendent of Parks and Recreation, Sports and Civic Organizations, and the general public on a daily basis. Evening and weekend hours are required.

DUTIES:

- Responsible for the coordination, administration, implementation, and management of all Athletic programs and activities, as well as, field reservations and athletic programs. Researches trends, demographics and community needs to develop and update athletic programming; evaluates existing athletic programming to identify needs and improvements. Responsible for updating of the athletic website (BaytownSports.org). Handles TAAF, ASA, USSSA and other City-sponsored Tournaments. Ensures playing fields / surfaces are safe and maintained. Enforces all league policies and procedures, and handles all league issues. Maintains and updates all league / tournament schedules, standings and rosters on an ongoing basis. Handles ordering of t-shirts and trophies for leagues and tournaments.
- Establishes and maintains effective working relationships with other employees, volunteers, leagues, instructors, and all members of the general public. Hires, trains, assigns, schedules, supervises, evaluates and disciplines all part-time and seasonal athletic personnel. Supervises hired concession stand manager and staff to ensure appropriate inventory and supplies are available to provide a high quality leisure and recreation program at multiple athletic facilities.
- Prepares promotional materials and informational items for distribution to schools, clubs, businesses, organizations, and citizens regarding events and programs sponsored by Parks and Recreation. Coordinates outreach efforts to improve athletic program participation. Develop content for promotional materials including direct mail pieces, print and electronic newsletters, web site and social media stories, media releases, and other materials as needed.
- Maintains accurate facility attendance and revenue records. Solicits community support and participation in league's programs, as well as sponsorships for league events and tournaments. Manage, monitor, and generate reports from all athletic revenue accounts (101- 44207, 101-44215, 101-22617, 50051-49022).
- Assist the Recreation Superintendent to prepare and justify yearly budgets. Controls and accounts for the expenditure of funds in accordance with the approved budget. Drafts and submits ongoing reports and handles all administrative requests for the division.
- Assists with the daily operation of the main office to include answering phones, taking registrations, reserving facilities, and maintaining office equipment and supplies. Assists with the planning and coordinating of a variety of special events, programs, and activities.
- Performs all other related duties as assigned.

MINIMUM QUALIFICATIONS:

REQUIRED:

1. Bachelor's degree in Parks and Recreation or related field from an accredited college or university OR equivalent combination of education and experience.
2. Valid Texas driver's license with acceptable driving record.
3. Prior supervisory experience.
4. Computer experience in Microsoft Office, including Word, Excel, and Outlook.

PREFERRED:

1. CPRP certification from the National Recreation and Parks Association.
2. Bilingual
3. Registered member of the Texas Recreation and Park Society

ADDITIONAL INFORMATION:

Knowledge and experience in special event planning, recreation/athletic programming and coordination, managing recreation/community centers, customer service, and volunteers. Knowledge of budgetary and purchasing procedures. Knowledge in the solicitation of sponsors and volunteers. Knowledge with supervising, hiring, training and evaluating employees. Knowledge of word processing, charts, spreadsheets, merge process, compiling data to use in budget development and rental statistics, gather information from people, use phone etiquette and various software packages. Ability to communicate effectively orally and in writing. Has very good interpersonal skills to work with the public, public officials, other City departments, sports and civic organizations, and event / program participants. Knowledge of budget and purchase orders. Ability to draft financial and status reports, and oversee budget accounts and purchasing procedures. Ability to get along appropriately with co-workers and the public.

The City of Baytown is an Equal Opportunity Employer of qualified individuals.

**APPLICATIONS MAY BE FILED
ONLINE AT:
<http://www.baytown.org>**