

SHAWNEE COUNTY, KANSAS

Position Description

Intermittent Seasonal Sports Manager

POSITION CONTROL NUMBER: **Various**

FLSA STATUS: **N**

POSITION DESCRIPTION

Supervises both seasonal employees and/or volunteers throughout the season. Maintains employee records using various computer programs. Schedules Intermittent Seasonal Sports Staff employees. Works with minimum supervision. Reports all employee personnel issues to full-time Sports Supervisor. Works at various locations throughout the county. Performs other duties as assigned. This position is supervised by the Youth Sports Manager, Adult Sports Manager and/or the Sports Event Manager.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

60% Manages Staff. Supervises both seasonal employees and/or volunteers throughout the season. Schedules intermittent employees. Problem solve and complete daily duties as assigned. First call in regards to daily operations of sports programs. Assists with the hiring process of intermittent staff. Conducts interviews. Maintains employee files and records. Leads job specific training as required. Resolves conflicts that may arise. Writes incident and accident reports and follows reporting procedure. Wears proper SCPR apparel at all times while on duty.

15% Manages Sport Sites. Collects and manages all games results. Leads or assists with onsite operations during sports leagues, practices, and tournaments. Duties include scoreboard operations, completing cash reports, following the cash control policy and procedure, and cash register operations. Maintains equipment and facility readiness. Assists with getting a facility ready for league play if needed.

15% Customer Service. Demonstrates customer service and professional attitude at all times. Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Practices strong communication and listening skills with employees and the public patrons. Performs player and spectator control at sports sites. Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

10% Other Duties as Assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- SCPR Chain of Command
- County facilities and amenities
- Basic Computer/internet functions and divisional software
- Various sports leagues offered by Shawnee County Parks + Recreation
- Functions of the various Shawnee County Parks + Recreation divisions.
- Shawnee County hiring procedures
- Federal, State and County laws, resolutions, rules and regulations.
- Sports facilities and surrounding areas
- Shawnee County Cash Control Policy and Procedure

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations
- Responsible for all aspects of sports staff timecards
- Establish and maintain effective working relationships with other employees and the public.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.
- Strong decision making and analytical abilities.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching		X			Sitting			X		Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment	X			
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking		X			Slippery Surfaces	X			
Near Vision		X			Standing		X			Work Above Ground	X			
Far Vision		X			Sitting		X			Work Below Ground	X			
Color Vision		X			Carrying	X				Irregular Surfaces	X			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting-50 lbs.	X					X			

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EQUIPMENT USED

Personal Computer	Fax Machine	Automatic Cash Counter
Printer	Photocopier	County Vehicles
Telephone	Misc. Office Equipment	
Office Furniture	Misc. Sports Equipment	

MINIMUM QUALIFICATIONS

High School diploma or GED.

Eighteen (18) years of age or older.

Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to lift fifty (50) pounds.

Will be required to work nights, weekends, and various holidays.

Required to pass a pre-employment physical and drug screen and review of driving record.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

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I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 01/21

Revised: 02/21