

SHAWNEE COUNTY, KANSAS
Position Description
Assistant Sports Manager (Part-time)

POSITION CONTROL NUMBER: PRxxxx

FLSA STATUS: N

POSITION DESCRIPTION

Under limited supervision, this position assists Sports Managers and serves as the lead on-site for all employee issues related to our sports programs that are offered throughout the year, which take place primarily during evenings and weekends. Works with various computer programs to ensure proper employee records and scheduling of seasonal employees. Supervises seasonal employees throughout the year and assists in coordinating on-site logistics with vendors and rental groups. Performs other duties as assigned. This position is supervised by a full-time Sports Staff Manager.

WORK PERFORMED.

50% Manages Staff.

- Directs seasonal staff on-site, assists with scheduling, conducts interviews, assists with the hiring process, and leads job-specific training.
- Assists Full-time staff with the hiring process of seasonal staff member consistent with the County's HR Policies.
- Administers seasonal employee reviews and discipline when needed.
- Problem solves and complete daily duties as assigned.
- Schedules Staff.
- Ensures proper SCPR apparel worn at all times while on duty by staff.

35% Manages Sport Site.

- Leads or assists with on-site operations during sports leagues, practices, and tournaments.
- Assist with getting a facility ready for league play if needed
- Manages sports leagues, tournaments, and events on-site and acts as a facility lead with minimal supervision.
- Collects and manages all games results.
- Resolves daily conflict between employees as well as between patrons and players.
- Writes incident and accident reports and follow reporting procedure.
- Create a safe environment at all sports facilities while working with First Responders to prevent emergencies or in response to any emergencies and inclement weather and lightning.
- Ensures equipment and facility readiness, including scoreboard operations.

15% Customer Service.

- Performs player and spectator control at sports sites.
- Completes cash reports, follows ensures compliance with the cash control policy and procedures.
- Performs cash register operations
- Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence within the sports division.
- Communicates clearly and professionally, both verbally and in writing.
- Practices strong decision making and analytical abilities.
- Displays strong communication and listening skills among employees and the public.

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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 that Shawnee County Parks + Recreation offers.
- 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
- Conduct Interviews
- Establish and maintain employee files/records
- 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, in a timely manner and in a variety of ways.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.

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	Office Furniture	Misc. Office Equipment
Printer	Photocopier	Misc. Sports Equipment
Telephone	Money Counter	County Vehicles

QUALIFICATIONS

- Eighteen (18) years of age or older
- High School Diploma or GED
- 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 pass a pre-employment physical and drug screen and review of driving record.
- Required to lift fifty (50) pounds.
- Will be required to work nights, weekends and various holidays.

This position is a Classified, Non-Exempt permanent Part-Time Position with Retirement. It is a permanent position requiring between 988 hours and 1,559.99 hours of work per year on a regular basis. A Part-Time Position with Retirement is eligible for benefits, except for medical and life insurance.

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 08/22
Revision History 08/22