

Sports Facility Specialist



General Summary of Classification:

Performs or assists with various duties and activities related to planning for, setting-up and carrying out indoor and outdoor athletic and sporting activities, events and tournaments hosted at school gymnasiums and athletic fields and at park athletic fields and facilities Countywide; performs related work as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Turns on scoreboards and lights at gymnasiums, athletic fields, and facilities countywide;
- Monitors condition of County maintained athletic fields and assists in determining field playability;
- Monitors parking lots and assists with directing the flow of traffic for tournaments and other athletic events;
- Serves as County liaison for groups using park and school gymnasiums, fields, and facilities during their sporting seasons;
- Establishes and maintains excellent working relationships with field and facility user groups;
- Assists with basic field or facility preparation duties during tournaments and other athletic events as needed;
- Monitors school gymnasiums during the winter season;
- Creates and maintains accurate files, documents, and records;
- Primarily assigned to work evenings and weekends, may be assigned day-time hours on weekdays as needed;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic working knowledge of the philosophy and objectives of sports including general approaches to sports leadership; sound knowledge of safety precautions essential to athletic activities; basic first aid;
- **Technical:** Sound working knowledge of the techniques, tools and equipment used in general athletics; ability to develop a sound understanding of various specialized sports' athletic techniques, tools, and equipment; sound computer skills with the ability to prepare accurate detailed file, records, and reports.
- **Interpersonal, Communication and Customer Service:** Ability to establish and maintain sound working relationships with various athletic groups assigned to Recreation and Parks' athletic fields and facilities and school gymnasiums as well as a diverse array of community, youth and amateur sports personnel; ability to communicate and interact professionally and tactfully with diverse target audiences of relevant stakeholders and the public; ability to stimulate interest in and appreciation for the various aspects of sports and athletics; ability to collaborate effectively with user groups to maintain safe and effective onsite crowd control.
- **Decision-making and Authority:** Troubleshoots user-groups' field and facility related issues and concerns at assigned locations; identifies options to resolve issues and concerns; uses sound judgment in making decisions and resolving onsite issues; appropriately informs and involves supervisor in issue resolution.
- **Leadership:** Serves as liaison between Recreation and Parks and various gymnasium, field, and facility user groups.
- **Environment:** Work is typically performed in a wide array of indoor and outdoor locations and weather conditions, including weather extremes; may be required to travel to various park and gymnasium facilities across the county.
- **Physical:** Physical ability sufficient to perform assigned duties in a wide array of indoor and outdoor duty-related locations as needed; must be able to lift, move and carry at least 30 pounds, including heavy supplies and equipment as needed.

Minimum Education and Experience:

Education: Graduation from High School.

Experience: One (1) year of relevant work experience, preferably in a sports-related position.

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- May be required work a flexible schedule.
- First Aid, CPR, AED certifications required. Training provided if necessary.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.