

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Manager, Soccer Complex Operations	<b>BAND/LEVEL:</b>	Mgmt IV
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	1510
<b>DIVISION:</b>	Soccer Complex	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Director, Recreation Services	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:xxx</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> _____	<b>COST CENTER:</b> 550

**REPLACES:** Manager, Soccer Complex Operations

**DATE:** 5/2009

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### **JOB SUMMARY STATEMENT:**

Manages the operation of the Overland Park Youth Soccer Complex. Directs the promotion, marketing, and event scheduling for the soccer complex. Manages the operating budget and maintenance plan. Recruits, hires, trains and supervises maintenance staff. Negotiates and administers contract for concession operation services and monitors work performed. Develops and administers operational procedures, safety program, communications, and sponsor support for the soccer complex.

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### **DUTIES AND RESPONSIBILITIES:**

1. Develops a marketing and promotional plan that will result in the maximum utilization of the soccer complex and at the same time produce the maximum amount of revenue possible.
2. Develops proposals and solicits tournaments and events that will produce a significant positive economic impact for Overland Park hotels, restaurants and retail. Negotiates and executes agreements with various soccer and sports organizations for use of the soccer complex.
3. Develops positive working relationships with both local and non-local soccer and other sports organizations; local business; and Overland Park Convention and Visitors Bureau.
4. Manages and coordinates the scheduling of all events for the soccer complex including tournaments, practices, clinics, camps, etc.
5. Manages and supervises the soccer complex electronic communication system for event schedules, event updates, game and standings updates, tournament brackets, weather updates, and general information for all events.
6. Negotiates and administers contract for concession operation services and monitors work performed.
7. Assists in developing the overall maintenance operations for the soccer complex including fields, buildings, playgrounds, landscaping, signage, etc.
8. Establishes, administers, and enforces all operating procedures, safety procedures, severe weather procedures, policies, etc.
9. Performs managerial duties that include conducting performance appraisals, developing training plans, supervision of employees, budget administration, performance measurement, etc.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**Title:** Manager, Soccer Complex Operations  
**Cost Center:** 550  
**Date:** 3/25/12  
**Page** 2

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's degree in Event Management, Marketing, Sales and Marketing, Business Administration or Sports Management. Must possess an appropriate valid driver's license and maintain an insurable driving record.

### **EXPERIENCE:**

Eight years experience in marketing and promotion, assessing and securing sponsors, event planning and organization, evaluation of event proposals, contracts and/or agreements, analysis of data and information, negotiation of agreements or contracts; and formal written reports and communication.

### **SKILLS:**

1. Analytical skill
2. Attention to detail
3. Basic math and accounting skills
4. Budget-related skills
5. Must have a working knowledge of personal computers and software applications such as word-processing, database, presentation, mainframe, reservation and event planning, and spreadsheet applications.
6. Facilitation skills
7. Human relations/interpersonal skills
8. Leadership skills
9. Project management skills
10. Public speaking/presentation skills
11. Supervisory skills
12. Time management skills
13. Written and oral communication skills

### **MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to recognize and protect confidential information
4. Ability to prioritize multiple tasks
5. Ability to read and comprehend federal, state, and local policies and regulations
6. Ability to carry out assignments through oral and written instructions
7. Ability to work independently
8. Ability to analyze and recommend possible solutions
9. Ability to learn and understand PC software applications
10. Alpha and numeric recognition

### **PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, and bend
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to operate City vehicles
5. Hand and eye coordination adequate to input computer and typewriter
6. Exposure to extreme temperatures
7. Excessive standing and/or walking

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct: Supervisor, Soccer Complex Operations

Part time and temporary soccer complex laborers and volunteers.

Indirect – All other parks and recreation employees when they are assisting at the soccer complex

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**