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City of Lincoln

NOTICE OF VACANCY

The City of Lincoln Parks & Recreation Department has a job vacancy for an Assistant Athletic Director Code 509. Attached is a copy of the job description. If you are interested in applying for this position, please submit an application to Roben Duncan, Parks & Recreation Director at roben.duncan@lincolnal.org or at 255 Magnolia Street, Lincoln, Alabama.

The deadline for filing an application is October 15, 2020.

**JOB DESCRIPTION
CITY OF LINCOLN, ALABAMA**

PARKS & RECREATION DEPARTMENT

ASSISTANT ATHLETIC DIRECTOR

CODE: 509

JOB DEFINITION

This is an Assistant Athletic Director position with the primary responsibility of assisting the Athletic Director of parks & recreation in athletics planning, development, promotion, and continuance of quality athletic programs for the city. Duties include coordination with Athletic Director of fields, facilities, camps and personnel to best support planned activities. Incumbent works under the general supervision of the Athletic Director of parks & recreation.

ESSENTIAL FUNCTIONS

- Assist the AD of parks & recreation in planning, development, promotion, and continuance of quality athletic programs for the city.
- Assist the AD in providing the coordination of fields, facilities, and personnel to best support planned activities.
- Assist the AD to resolve issues between participants at sporting events.
- Coordinate with the AD in attending city-sponsored and out of town sporting events.
- Assist the AD in collections of and be responsible for fees and registrations.
- Enforce safety and other regulations as they apply to city-sponsored and out of town sporting activities.
- Plan camps with the direction of the AD.
- Work directly with the AD in all athletic needs as they apply to the city.
- Ensure all sport related equipment is maintained and stored properly.
- Represent city at various meetings and conventions.
- Hold regular meetings and training session to ensure staff is knowledgeable of current rules and regulations.
- Preparation of fields, courts, areas that are for athletic play.
- Assist the Maintenance Supervisor as needed.
- Perform other job-related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of parks & recreation department facilities capability and capacity.
- Extensive knowledge of the rules and regulations pertaining to city-sponsored sporting events.
- Considerable knowledge of typical programs, leagues, and activities normally sponsored by municipalities of similar size.

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Skill to operate a computer to facilitate proper and efficient record keeping.
- Ability to explain rules, regulations, and expectations in a clear and unambiguous manner.
- Ability to resolve issues between participants, coaches, and spectators in a firm but calm manner.
- Ability to coordinate the use of parks and recreation facilities across various activities and times.
- Ability to professionally represent the city at various meetings and conventions.
- Ability to keep and maintain appropriate records.

QUALIFICATIONS

- Prefer a four-year degree from an accredited college or university with specialization in recreation, physical education, public relations, or related areas.
- Must have 2 – 5 years of athletic experience.
- Must have 3 – 5 years of parks and recreation experience.
- Must hold or have the ability to obtain required certifications and licenses.
- Must have two (2) years of responsible management and supervisory experience interacting with the public in the development, maintenance, and operation of parks and recreational programs.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours and overtime as required.
- Must be willing to travel overnight to attend continuing education course and workshops.
- Must be physically able to perform the essential functions of the position.
- Must possess adequate computer skills.