



TENNIS MANAGER
FLSA: Exempt
Grade 11 \$22,667.73 - \$36,238.36

GENERAL DEFINITION

This position performs highly responsible administrative work in directing, coordinating, and supervising all tennis facilities for the Department of Parks and Recreation. Under limited supervision this employee is responsible for planning, organizing, directing and coordinating a comprehensive City-wide tennis program, including the effective use and proper maintenance of courts, facilities, and equipment. Exercises independent judgment and ingenuity in the development, implementation, and accomplishment of short-term and long-term goals and objectives that meet the needs of the community. Ensures that activities are carried out in accordance with approved City Ordinances, policies, and administrative regulations. The Tennis Manager is under the administrative direction of the Parks and Recreation Director for the effective and efficient operation of the tennis program and for compliance with all directives and procedures.

This is a position in the non-classified service that serves under contract with the City Manager. The individual in this position makes significant decisions in accordance with City policies, procedures, law, or regulatory requirements and makes major policy recommendations with organization-wide impact to the City Manager and/or Assistant City Manager.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Establishes policies, procedures, and practices for the effective scheduling, coordination, supervision, and monitoring of tennis facilities operations.
- Develops youth and adult tennis programming, including ladders, clinics, lessons, socials, and tournaments.
- Develops and manages the tennis court maintenance program.

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- Responsible for staffing and supervision with evening and weekend programming at all tennis facilities.
- Provide assistance and guidance to tennis employees and program participants.
- Check facilities for safety factors and request repairs of facilities to ensure the health and safety of patrons.
- Responsible for the collection and depositing of tennis revenues in accordance with established policies and procedures.
- Designs and manages a marketing and promotional program to promote interest and participation in City tennis facilities and events.
- Secures buildings and facilities and responds to call out in emergency situations.
- Establishes and maintains effective working relations with employees, City Officials, and the general public.
- Manages the inventory and ordering of tennis equipment, materials, and supplies necessary for the delivery of a comprehensive tennis recreation program.
- Conducts monthly staff meetings and staff training; participates in the selection process of hiring tennis staff.
- Conducts research and survey projects relating to tennis operations and administration; participates in all aspects of budget preparation and administration with respect to tennis operations.
- Maintains current knowledge of trends and developments in the tennis industry for application to functions undercharge.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of principals, rules, materials, and equipment requirements for effective delivery and administration of a municipal tennis program.
- Considerable knowledge of marketing and communications principles and techniques for effectively promoting municipal recreation programs.
- Management skills (including planning & organizing, delegation, oral communication, and control) to effectively supervise the work of professional and clerical personnel.

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- Ability to teach tennis skills, coach tennis teams and supervise others in teaching and coaching tennis activities.
- Ability to plan, organize, and manage a diversified program of youth and adult tennis activities and tournaments.
- Ability to evaluate efficiency and effectiveness of program operations through review and analysis of statistical data, budget data, revenue generation, and operational costs.
- Ability to devise staffing plans for various tennis programs and facilities.
- Ability to establish and maintain effective working relationships with coworkers, management, citizens, patrons, and other external entities in a courteous and professional manner.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Physical agility skills required for the demonstration and delivery of tennis instruction.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communications ability.

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MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Associate's degree with course work emphasis in business administration, business management, leisure services, physical fitness or related field with Bachelor's degree preferred; supplemented by Professional I status through the United States Professional Tennis Association (USPTA); membership in the United States Professional Tennis Registry (USPTR) and United States Tennis Association (USTA); requires First Aid and CPR certifications; requires a valid driver's license without any restrictions affecting their ability to fulfill the essential functions of the work; or an equivalent combination of education, training, and experience.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date