

**MAJOR FUNCTION**

This is specialized professional and administrative work that involves supervising the activities, programs and operations of the Parks, Recreation and Neighborhood Affairs Department's Tennis Division. Work is performed under the direction of the Superintendent- Tennis Operations. Work is reviewed while in progress and upon completion through observations, conferences, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists in planning programs and activities. Recommends the selection, transfer, promotion, grievance resolution, discipline and discharge of part-time and volunteer staff, as applicable. Schedules, trains and supervises staff members in carrying out their assignments. Assists the Superintendent-Tennis Operations in interpreting program policies and procedures to the general public and interested groups. Schedules facilities and recommends appropriate maintenance. Supervises program staff in the areas of summer camps, lessons and clinics. Monitors leagues, tournaments and daily play to ensure collection of appropriate fees. Ensures proper accountability for cash, deposits, change funds, and financial reports. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of materials and types of facilities required to carry out park and athletic programs. Considerable knowledge of racquet and non-racquet sports activities held at tennis facilities. Considerable knowledge of fiscal accounting methods and techniques necessary to manage revenues and expenditures. Considerable knowledge of departmental rules and regulations. Ability to develop, motivate, train, and supervise personnel. Ability to establish and maintain effective working relationships as necessary. Ability to make written and oral presentations. Skill in operating appropriate equipment as needed. Good human-relations skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in leisure services, physical education, recreation, or a related field and two years of experience that includes recreation administration, teaching physical education, or coaching; or possession of a bachelor's degree in public relations, business or public administration, or a related field and three years of the above stated experience; or an equivalent combination of training and experience.

**Necessary Special Requirement**

Must obtain U. S. Professional Tennis Association (USPTA) Professional certification within the first year of employment and must obtain USPTA Elite certification within the first 24 months of employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-03-89  
Revised: 04-19-04\*  
02-14-07  
11-02-09\*  
04-18-18