



Athletic Manager

City of Miami Gardens, FL. (109,700)

Opening Date: 9/10/13

Deadline Date: 9/24/13; or until filled

Salary: \$45,021 min. to \$56,277 mid./DOQ

Nature of Work:

Employees in this class are responsible for the development, promotion, implementation, assessment and ongoing improvement of the athletic programs, including but not limited to football, cheerleading, track, baseball, basketball, and soccer, as well as other leisure sports. This position is responsible for ensuring compliance with all policies, procedures, and regulations, administering the division budget, and sustaining a culture of sportsmanship, professionalism and respect at all levels. This position functions with a high degree of latitude in independent judgment and decision making. Directing and coordinating athletic programming with staff, leagues, participants, other City employees and the general public. Must have thorough knowledge of the practices, procedures and techniques to organize and supervise a comprehensive athletic program. Supervision is received from an Assistant Director of the Parks and Recreation Department and requires ability to work a flexible schedule.

Minimum requirements:

Bachelor's degree in Recreation, Public or Business Administration or a closely related field from an accredited college or university required; Four (4) years of experience in sports or recreation programming including three (3) years of supervisory experience; or any equivalent combination of relevant training and experience. Must possess and maintain a valid Florida Driver's License and satisfactory driving record throughout employment. First Aid and CPR certified preferred. Applicant must be able to work varying shifts, holidays, weekends and evening hours.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265

www.miamigardens-fl.gov

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