

**PURPOSE OF THE CLASSIFICATION:** Under general direction, is responsible for supervision and coordination of the operation, maintenance and programming of City-owned sports facilities and complexes, with the goal of supporting and enhancing Tulsa's sports and recreation tourism and attraction efforts and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Serves as primary liaison and works directly with organizations contracted to manage City-owned sports facilities, and other City-owned or operated recreational attractions and destinations facilities, as assigned
- Leads the City of Tulsa's efforts to coordinate with and support the Sports Commission, Visit Tulsa and other stakeholders promoting the use of City-owned sports and recreation facilities for tourism and economic development activity
- Attends public, community and agency meetings related to City-owned sports and recreation attractions, as assigned
- Maintains records related to City-owned facilities and ensures compliance regarding contracts and contractors; works with Legal to make sure all contracts are renewed or updated in a timely manner as needed; if applicable ensures appropriate payments are made to or from operators and all financial processes are properly processed and recorded
- Meets regularly with all facility operators and conducts regular inspections of City-owned facilities to ensure contract requirements are being met and facilities are properly maintained
- Builds and maintains strong relationships with local, regional, and national sports user groups as needed to support local sports efforts and create opportunity pipelines
- Works with Facility Operators, Sports Commission, Visit Tulsa, Facilities Management, Planning, and other stakeholders to develop annual capital needs reports on all facilities, and, where appropriate, to prepare cost estimates and economic impact projections for proposed improvements
- Serves as liaison and makes reports to the City Council, Park Board, other authorities, boards, commissions, committees, and other City departments, as assigned
- Works collaboratively with internal marketing, events, and strategic partnership teams
- Must report to work on a regular and timely basis

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1.
  - a. Completion of 120 hours from an accredited college or university with an emphasis in sports management, recreation, facilities management, project management, municipal planning, or a related field, **and**
  - b. Four (4) years of experience relevant to the essential tasks listed in this job description;  
**or**
2.
  - a. Completion of sixty (60) hours from an accredited college or university with an emphasis in sports management, recreation, facilities management, project management, municipal planning, or a related field, **and**
  - b. Six (6) years of experience relevant to the essential tasks listed in this job description.

**Knowledge, Abilities and Skills:**

**Knowledge of:**

- Principles and techniques employed in a public recreation program
- Purposes, health and societal benefits and economic impact of sports and recreation programs and facilities

**Ability to:**

- Effectively evaluate conditions of a wide variety of sports facilities
- Consult with department maintenance staff as needed
- Make recommendations on needed maintenance or repair
- Work collaboratively as part of a strong team, as well as independently
- Keep accurate records and prepare reports
- Understand and analyze budgets, financial reports, and legal contracts
- Understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding

**Skills in:**

- Requires strong interpersonal skills
- Working with franchises, universities, government, and organizations
- Strong focus on quality, accuracy, and time management
- Strong analytical, writing, and speaking skills
- Perform personal computer operations

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:**

- a) Possession of a valid Oklahoma Class "D" Operator's License
- b) The following certifications are preferred and/or recommended:
  - a. CPR, First-Aid, Certified Park and Recreation Professional (CPRP),
  - b. NYSCA Certification in some positions

**WORKING ENVIRONMENT:** Working environment is both indoors in an office setting and outdoors; requires some travel to various City locations to conduct or attend meetings; may work some evenings and weekends.

**EEO Code: E-01**

**Group: Clerical and Administrative**

**Series: General Administrative**