



Title: Sports Complex Administrator (Sports Complex Manager)

FLSA STATUS: Exempt from overtime.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Sports Facilities Manager.

Exercises direct supervision over 5 full-time, 1 FTE part-time employees, and 65 temporary or seasonal employees, Sports Complex Operations Coordinators, Marketing Coordinators, Marketing Assistants, Facilities Operations Technicians, Facilities Technicians II, Stadium Security, Gamer Customer Service, and Rec Leaders III.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to direct facility operations, renting / leasing, sales / sponsorship / marketing, and promotions for the Sports Complex. Coordinates operations with department, vendors, contactors, professional and amateur organizations, promoters and sponsors; involves extensive contract management with two MLB team tenant contracts, non-profit Peoria Diamond Club contract, stadium concessionaire contract, exclusive ticketing contract, and exclusive pour non-alcoholic beverage contract. Develops, administers, and monitors annual operating budget; Decides which existing and new events are hosted and which rental model is utilized; and, represents the Sports Complex in the absence of the manager.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.



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HUMAN RESOURCES

| # | Essential Functions |
|---|---|
| 1 | Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development. |
| 2 | Facility Operations. Oversees contracts, monitors team contracts, recommends improvements and modifications, responds to inquiries and requests, coordinates with departments; establishes maintenance and repair schedules; directs emergency responses; identifies capital improvement and operational needs; and analyzes current methods and practices. |
| 3 | Annual Budget. Forecasts revenues and expenditures; reviews existing programs; identifies opportunities; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments. |
| 4 | Sales, Sponsorships, Promotions, Marketing and Leases. Analyzes markets; develops promotion materials; negotiates agreements, contracts, rates, and concessions; maintains calendars; and, explores additional revenue opportunities. |
| 5 | Recreation Programs. Supervises staff development, policy and procedure manual distribution; evaluates program effectiveness; ensures safety and risk compliance. |

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with "X" | | | | | | | |
|--|---|--|--|---|--|---|--|
| 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | | | | |
| Sedentary | X | Light | | Medium | | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |



City of Peoria

HUMAN RESOURCES

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| | standing to a significant degree. | | |
|--|-----------------------------------|--|--|

| Work Environment for this position is indicated below with "X" | | | | | |
|--|---|--|--|----------|--|
| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | | |
| Office | Outdoors | Vehicle | Office and Field/ Plant/ Warehouse | X | |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation | | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Laptop computer, fax / copier and related software, telephone, vehicles, golf carts, and radios.

PROTECTIVE EQUIPMENT REQUIRED:

None required.