



## **Title:** Sports Complex Operations Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Sports Complex Senior Supervisor.  
Exercises direct supervision over full-time, part-time employees, temporary and/or seasonal non-benefitted employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- One year previous supervisory experience is preferred.

### **JOB SUMMARY**

The purpose of this position is to coordinate all events, functions, and activities, and operations at the Sports Complex. Facilitates all necessary components of event production and facility management such as planning, maintenance, concessions, sanitation, staffing, volunteers, equipment, safety and logistics with other City departments, vendors, amateur and youth baseball organizations, entertainers, contractors, spectators and Major League Baseball tenants. Assists with the development and execution of operational plans, capital improvement projects and special projects as assigned.



### 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.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring city and department related policy and procedure compliance, recommending changes and adjustments to department/division standard operating procedures, monitoring staff performance and development, and completing and approving timesheets.
2	Develops and plans events through conceptual meetings; executes event safely and efficiently; prepares pre- and post-event informational and summary documents; coordinates new events, invoicing, surveys, and revenue collection. Provides positive customer service; answers customer inquiries; develops strategies for improving the customer experience; develops and implements processes for customer feedback and suggestions.
3	Coordinates daily spring training game execution, facility readiness, security, and guest service interaction. Trains and supervises security, volunteer and seasonal non-benefitted staff. Responds to and resolves Major League Baseball tenant needs; coordinates all facets of operational functions; conducts staff briefings, develops shift schedule and assists in game day supervision of traffic and crowd control, concessions, cleaning, production booth, facilities and ticketing. Manages batboy program and assists with intern program.
4	Facilitates amateur and youth leagues and tournaments including format, team quantities, age divisions, field assignments, umpires, field lights, umpires and staff. Settles team registrations and handles coach/parent communications.
5	Coordinates facility operations including monthly HVAC and lighting schedule, sanitary supply stock, scheduling cleaning and waste management services. Identifies cleanliness, equipment, fixtures and safety hazards. Monitors and addresses issues with stadium production equipment.
6	Assists with budget execution by preparing event statistical reports and summaries; researching products and rates and identifying cost-efficiency opportunities within Sports Complex operations plan.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
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.					
<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>X</b>	<b>Heavy</b>	<b>Very Heavy</b>
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 standing to a significant degree.	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.

<b>Work Environment for this position is indicated below with "X"</b>				
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.				
<b>Office</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>	<b>X</b>
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, utility vehicles, club cars, pallet jack/storage carts, radios, camera, sound board, and mallet.

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat.