

# Sumter County Office of Human Resources



**Linda Sue Stengel**  
**Human Resource Assistant**  
**Telephone: (803) 774-2824**  
**FAX: (803) 774-2827**

**Sumter County**  
**Administration Building**  
**13 East Canal Street**  
**Sumter, SC 29150**

---

**Sumter County is Presently Seeking an  
Athletic Director for the Recreation and Parks Department  
Starting Salary \$30,000 (Negotiable - Depending on Qualifications)**

**Example of Work Performed:** Under limited supervision, plans and directs athletic activities of the Recreation and Parks Department, providing athletic programs that effectively meet the needs of County citizens of all age groups. Trains and supervises the activities of subordinate staff and volunteers; reviews work of subordinates for completeness and accuracy. Supervises athletic program personnel; assigns workloads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending employee discipline and discharge. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed. Ensures the proper operation and maintenance of athletic facilities and department compliance with safety policies and procedures. Secures and trains umpires and coaches; recruits and supervises volunteers and instructors as needed. Develops and coordinates area athletic programs, goals and objectives that meet the needs of County citizens, including football, baseball, softball, basketball, soccer and volleyball programs; league competitions; special programs and activities for handicapped citizens, etc. Receives and responds to public inquiries regarding athletic programs. Promotes community awareness of available programs and special events. Recruits sponsors for athletic teams and programs. Makes periodic inspections of competitive activities and maintains records and reports of league play. Prepares budget proposals; receives bids and purchases uniforms, equipment and supplies for athletic programs; maintains equipment inventory. Coordinates programs and activities with other County agencies, community organizations and the public. Receives, reviews, prepares and/or submits various records and reports including accident reports, invoices, job applications, sponsor forms, registration forms, inventory records, bids, team statistics, rosters, game schedules, rules and bylaws, performance appraisals, purchase orders, vouchers, maintenance reports, routine reports, memos, correspondence, etc. Operates a variety of equipment such as a computer, printer, calculator, telephone, sports equipment, pitching machine, scoreboards, yard tools, etc. Interacts and communicates with various groups and individuals such as the Director, subordinates, other County department heads and employees, medical personnel, instructors, school personnel, Booster Club, civic groups and businesses, news media, community organizations, team players and their parents and the general public. Attends conferences and seminars as required. Secures and oversees the maintenance of athletic facilities. Supervises the preparation of athletic fields prior to competition. Assists in the development and implementation of operating procedures and policies for summer and special programs. Manages concession operations during athletic events. Performs related duties as required. Reports to the Recreation Director.

**Required Knowledge, Skills & Abilities:** Has thorough knowledge of the methods, procedures and policies of the Recreation and Parks Department as they pertain to the performance of duties of the Athletic Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has thorough knowledge of the organization of the department and of related departments and agencies. Has knowledge of the functions and interrelationships of County and other governmental agencies. Knows how to plan, organize and direct an athletics staff. Is able to perform employee evaluations and to make recommendations based on results. Knows how to apply supervisory and managerial concepts and principles. Has the ability to offer training and assistance to co-workers, subordinates, volunteers and employees of other departments as required. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is knowledgeable of various sports theories, equipment maintenance, rules, bylaws and safety regulations; is able to produce effective athletic programming and manage related facilities to meet the needs of customers of various ages and interests. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret materials pertaining to the responsibilities of the job. Knows how to prepare budget requests, schedules, records, correspondence, reports, etc. with accuracy and in a timely manner. Has comprehensive knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, team players and their parents, and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical, public and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the

care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make minor repairs and adjustments to equipment. Must be able to lift and/or carry weights of up to twenty-five pounds.

**Minimum Requirements:** Requires a Bachelor's degree in recreation and parks administration, physical education or related field supplemented by one to two years of recreation/athletics management or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Benefits:** One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

**Qualified applicants interested in applying should:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

E-mail cover letter, résumé and application [lstengel@sumtercountysc.org](mailto:lstengel@sumtercountysc.org)

**Or**

Fax cover letter, résumé and application to (803) 774-2827

**Opening Date: August 3, 2017**

**Closing Date: Open Until Filled**

**EEO/AA**

**DRUGS DON'T WORK**