



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Professional Tennis Operations Supervisor  
**Department:** Parks & Recreation  
**Classification:** 0106  
**Pay Grade:** 8E  
**FLSA:** Exempt

**Prepared Date:** 10/06

**Approved By:**

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### **Summary**

Performs facility management and a variety of administrative and supervisory work in the selection, planning, implementation and supervision of a comprehensive recreational tennis program that meets the needs of the community engaged in recreation programs and co-sponsored programs. Supervises staff and exercises considerable initiative and independent judgment under the general supervision of the Recreation Programming Superintendent and Assistant Director.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises daily activities of the William H. Kerdyk Biltmore and Salvadore Park Tennis Centers. Plans, organizes, schedules, administers and supervises tennis programs to include classes, clinic, camps, leagues, and special events. Assists in the development and revision of programs.

Teaches and lead activities as required.

Supervises, trains, evaluates and disciplines full-time and part-time Tennis Centers employees. Conducts employment interviews and makes hiring recommendations. Oversees work of contracted service employees as required.

Assists in the creation and promotion of print material and advertising for distribution at local schools, businesses, and community organizations. Gives oral presentations.

Responds to public inquiries and concerns regarding tennis programming and facility use. Explains program rules and regulations. Troubleshoots and resolves problems. Meets with parent groups and recreation organizations. Participates on various boards and committees.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time within the employee's span of control.

Assists in the development and enforcement of policies and procedures. Prepares procedural manuals for employees and Tennis Center members and patrons.

Assists in the inspection and preventative maintenance of Tennis Center facilities and equipment to ensure safe operations and maintain inventory.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of department policies and procedures, City rules and regulations, recreation and leisure services management, Tennis Centers operations, tennis program practices, techniques, rules and regulations to include instructional classes, clinics, leagues, camps, recreational tennis needs and interests of all age groups and special populations, supervisory practices, uses and maintenance requirements of tennis equipment and Tennis Center facilities, budgeting practices, safety precautions and first aid procedures. Ability to administer and supervise various tennis programs and special events, develop, plan and organize tennis programs, supervise employees of all levels, communicate professionally with all age groups and special populations, to make oral presentations, prepare promotional and instructive materials, enforce rules and safety precautions, administer first aid, maintain records and activity reports, and to resolve problems. Good skills in organization, supervision, public relations, and verbal and written communication are a must. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as, but not limited to, a personal computer, calculator, copies and fax machines.

Work is performed both indoors, in a quiet to moderate noisy environment, and outdoors where exposure to extreme temperatures, and noise are common. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

High School diploma or equivalent.

Five years experience coordinating tennis programs and the operation of tennis facilities, including supervisory experience.

Certification as a professional tennis instructor by an approved certifying agency.

Must have or obtain current CPR/First Aid/Defibulator, AED certification.