



# HUNTSVILLE SPORTS COMMISSION EXECUTIVE DIRECTOR

## JOB DESCRIPTION/RESPONSIBILITIES (02.02.20)

**Applications and resumes for the HSC Executive Director position will not be accepted after November 30, 2020. All requests for interviews and resumes should be forwarded to [hsc.director2020@gmail.com](mailto:hsc.director2020@gmail.com).**

### **Nature of Work**

This is professional and administrative work of a responsible nature in directing the programs, projects and activities of the Huntsville Sports Commission. The Director is responsible for sports tourism and is expected to recruit events to the City of Huntsville. The Director is also expected to make certain that events are well organized and run with a high degree of professionalism. He/She will be actively involved in selling HSC memberships and sponsorships to increase revenue for the Commission.

Work involves responsibility for administering comprehensive and diverse recreation, athletic and special event programs. Work is performed in accordance with general policies established by the Huntsville Sports Commission Board of Directors, and the employee is expected to exercise considerable independent judgment and ingenuity in accomplishing program objectives. Work is evaluated through conferences, reports and program results. The HSC Executive Director reports directly to the Huntsville Sport Commission Board of Directors.

### **Essential and Marginal Functions of Work**

Directs and implements strategies to recruit sporting events of national, regional and local interest to the city of Huntsville, Alabama for the purpose of economic development and to enhance the quality of life of its citizens.

Directs and implements operating procedures and reporting systems; determines the overall effectiveness of programs, operations and activities.

Supervises and assists in the development and implementation of short and long range goals and objectives, and in the development and implementation of commission policies and procedures.

Supervises, coordinates and evaluates the work of subordinate managers; schedules and attends staff meetings; supervises the development and implementation of staff training. Additionally, The Director will provide annual written performance reviews and salary recommendations for each staff member. These reviews will be presented to the Board before the end of each fiscal year.

Creates economic impact reports for past and future events to determine effectiveness.

Submits requests for proposals and bids as required for future business.

Supervises and assists in the development of the annual commission budget; maintains budget controls; directs the purchasing of equipment, materials and supplies. Meets and confers with commission board members regarding commission issues.

Confers with City officials, members of community and civic groups, and members of the media regarding commission programs and activities.

Requires regular and prompt attendance plus the ability to work well with others and work well as a team.

### **Marginal Functions of Work**

Answers inquiries regarding commission programs, operations and activities.

Meets with other stake holders within the city and private industry to exchange information and coordinate work.

Attends conferences and workshops; performs related work as required.

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

Thorough knowledge of the principles, practices and objectives of tourism, including sports tourism, and its role in community economic development.

Considerable knowledge of the principles and practices of personnel management.

Ability to plan, organize, coordinate and supervise the work of subordinate personnel.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinate managers, public officials, members of civic groups and organizations, members of the media, and the general public.

## **Minimum Education, Training and Experience**

A Bachelor's Degree from a college accredited by a regional accrediting agency recognized by the U.S. Department of Education; and thorough administrative and managerial experience in the administration of recreation programs.

## **Working Environment**

Work is performed both in an office environment and on location at various recreations facilities.

## **Physical Demands**

Work is essentially sedentary with occasional walking, bending, climbing stairs and lifting light objects. Work also requires physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs and body in the operation of a personal computer and vehicle.

## **Necessary Special Requirements**

Valid Driver's License. Background checks and referral inquiries may be required.

