

**CITY OF DAPHNE, ALABAMA  
ORDINANCE 2019-43**

**ADOPTING THE FISCAL YEAR 2020 BUDGET**

**WHEREAS**, the Mayor of the City of Daphne has submitted to the City Council a budget for Fiscal Year 2020 which begins October 1, 2019 and ends September 30, 2020 (the "FY20 Operating Budget"); and

**WHEREAS**, the City Council has reviewed and considered such proposed budget; and

**WHEREAS**, the City Council believes that the attached proposed budget is a viable spending plan for the City during the next fiscal year;

**WHEREAS**, the City's procedures require the adoption of the budget by Ordinance; and

**WHEREAS**, if the amounts budgeted for departmental operating items or purposes are not required to be utilized for such items or purposes, then upon written approval by the Mayor or the Finance Director, these amounts may be expended for other departmental items or purposes, provided that the total amount of the adopted operating budget is not exceeded; and

**WHEREAS**, the Mayor is authorized to approve all applications for grants during the fiscal year with the understanding that grant awards requiring an additional appropriations will be presented to Council for approval.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, that**

1) The FY2020 Budget in which the General Fund revenues exceed appropriations in the amount of \$52,963 (*All Funds - \$272,985*) which includes total new Personnel \$388,550 and Capital \$2,970,379 (*All Funds - \$3,474,379*) as attached hereto and made a part hereof;

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS 23<sup>rd</sup> day of September, 2019.**

  
\_\_\_\_\_  
Dane Haygood, Mayor

Attest:

  
\_\_\_\_\_  
Candace Antinarella, City Clerk

**All Funds Budget Summary  
Fiscal Year 2020**

	Enterprise Funds							TOTAL
	General Fund	Solid Waste	Civic Center	Bay Front Park	Debt Service Fund	Special Revenues Fund	Capital Reserve Fund	
Sales, use and luxury tax	18,564,712	-	-	-	975,000	1,707,468	-	21,247,180
Ad valorem taxes	6,291,200	-	-	-	-	-	-	6,291,200
Business licenses	2,335,000	-	-	-	-	-	-	2,335,000
Permits	614,350	-	-	-	-	-	-	614,350
PILOT Taxes	2,650,000	-	-	-	-	-	-	2,650,000
Fines and forfeitures	316,000	-	-	-	-	141,000	-	457,000
Intergovernmental	335,162	-	-	-	-	21,918	190,000	547,080
Charges for services	603,575	1,601,500	397,500	20,000	-	8,500	-	2,631,075
Grants	50,953	-	-	-	-	20,000	-	70,953
Contributions and donations	109,752	-	-	-	-	1,025	-	110,777
Interest / investment earnings	85,000	-	-	-	-	1,900	1,000	87,900
Miscellaneous	47,500	-	-	-	-	-	-	47,500
<b>Total Estimated Revenues</b>	<b>32,003,204</b>	<b>1,601,500</b>	<b>397,500</b>	<b>20,000</b>	<b>975,000</b>	<b>1,901,811</b>	<b>191,000</b>	<b>37,090,015</b>
Payroll and Related Costs	17,453,071	948,082	245,856	64,698	-	42,910	-	18,754,617
Merit Increases	25,000	-	-	-	-	-	-	25,000
Employee Longevity Pay	47,478	-	-	-	-	-	-	47,478
<b>Personnel</b>	<b>17,525,549</b>	<b>948,082</b>	<b>245,856</b>	<b>64,698</b>	<b>-</b>	<b>42,910</b>	<b>-</b>	<b>18,827,095</b>
General Government	2,316,013	-	-	-	-	602,896	-	2,918,909
Public Safety	1,598,165	-	-	-	-	-	-	1,598,165
Public Works	1,857,775	1,227,098	-	-	-	-	-	3,084,873
Recreation	1,182,552	-	354,600	53,750	-	49,700	-	1,640,602
<b>Operating</b>	<b>6,954,505</b>	<b>1,227,098</b>	<b>354,600</b>	<b>53,750</b>	<b>-</b>	<b>652,596</b>	<b>-</b>	<b>9,242,549</b>
Employee Raises (.60/hr) - COLA effective 1/1/2020	332,512	-	-	-	-	-	-	332,512
New Capital	2,970,379	-	-	-	-	314,000	190,000	3,474,379
New Personnel	388,550	-	-	-	-	-	-	388,550
Debt Service	-	-	-	-	4,551,945	-	-	4,551,945
Transfers To/From Other Funds:								
Transfers To Other Funds	(3,778,746)	-	-	-	-	(673,283)	-	(4,452,029)
Transfers From Other Funds	-	573,680	202,956	98,448	3,576,945	-	-	4,452,029
	<u>(3,778,746)</u>	<u>573,680</u>	<u>202,956</u>	<u>98,448</u>	<u>3,576,945</u>	<u>(673,283)</u>	<u>-</u>	<u>-</u>
<b>Total Estimated Revenues (Over) Under Appropriations</b>	<b>52,963</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>219,022</b>	<b>1,000</b>	<b>272,985</b>

## Summary FY20 Funded Capital Budget Requests

Department	Description	Request	FY 2020 Funded Amt	Source	Notes
<b>General Government:</b>					
Planning/Bldg Insp	Executive Director of Development Truck	30,000	30,000	General Fund	
<b>Public Safety:</b>					
Police - SWAT	14 Rifle Resistant Vest (Replacements)	51,000	51,000	General Fund	
Police	Police Vehicle Replacement Tahoe	57,750	12,667	General Fund	1/1/2020 Lease
Police	Police Vehicle - New Officer	57,750	12,667	General Fund	1/1/2020 Lease
Police	Police Vehicle - New Officer	57,750	12,667	General Fund	1/1/2020 Lease
Police	Police Vehicle and New Officer Costs	17,250	17,250	General Fund	
Police	Police Vehicle and New Officer Costs	17,250	17,250	General Fund	
Fire	Ford SUV (Replacement of 2007 Ford Expedition)	32,500	32,500	General Fund	
Fire	Ford F150 (Replacement of 2008 Ford F150)	34,259	34,259	General Fund	
Fire	Update 15 Self Contained Breathing Apparatus (SCBA)				
Fire	MSA M7 SCBA Cylinder Replacement	26,535	26,535	General Fund	
Fire	MSA M7 SCBA Face Piece Replacement	6,585	6,585	General Fund	
<b>Public Works:</b>					
Mechanical Barn	3 Bay Vehicle Lifts (Replacement)	65,000	65,000	General Fund	
Mowing	Outfront Mower (Replacement)	35,000	35,000	General Fund	
Mowing	Outfront Mower (Replacement)	35,000	35,000	General Fund	
Grounds	Ex Mark Mower (Replacement)	20,000	20,000	General Fund	
Grounds	Ex Mark Mower (Replacement)	20,000	20,000	General Fund	
Grounds	Ex Mark Mower (Replacement)	20,000	20,000	General Fund	
Solid Waste	(3) New Leased Solid Waste Vehicles	750,000	100,000	General Fund	
<b>Culture and Recreation:</b>					
Recreation	John Deere Z950R Mower (Replacement)	11,000	11,000	General Fund	
Recreation	John Deere Z950R Mower (Replacement)	11,000	11,000	General Fund	
Recreation	1 Pair Gooseneck Football Goal Post	6,000	6,000	Lodging Tax - Rec	
Recreation	1 Pair Gooseneck Football Goal Post	6,000	6,000	Lodging Tax - Rec	
Recreation	Temporary Workers	20,000	20,000	General Fund	
Recreation	Recreation Rentals	5,000	5,000	General Fund	
Sports Complex	Gates at Sports Complex	30,000	30,000	Lodging Tax - Rec	
Sports Complex	Daphne Sports Complex Parking Lot Pedestrian Safety	20,000	20,000	Lodging Tax - Rec	
Lott Park	Bocce Courts	20,000	20,000	Lodging Tax - Rec	
Dog Park	Additional Dog Park Improvements	35,000	35,000	General Fund	
May Day	May Day Park Boat Launch Rework	85,000	85,000	Lodging Tax - BF	
Lott Park	Lott Park Tennis Building	300,000	300,000	General Fund	
Lott Park	Lott Park Fencing around Playground	52,000	52,000	Lodging Tax - Rec	
Civic Center	Civic Center Carpet	50,000	50,000	General Fund	
Civic Center	Civic Center Chairs	50,000	50,000	General Fund	
Sports Complex	Maintenance Building Buildout	50,000	50,000	Lodging Tax - Rec	
<b>Facilities:</b>					
Village Point	Village Point Pier Repairs	10,000	10,000	Lodging Tax - BF	
City Wide	Mechanical Systems Replacement (HVAC)	50,000	50,000	General Fund	
Library/Senior Ctr	Library / Senior Center Pavilion Area Improvements/Seating Upgrades	75,000	75,000	General Fund	
Library/Senior Ctr	Library / Senior Center / Civic Center Pedestrian Safety	15,000	15,000	General Fund	
Animal Shelter	New Animal Shelter Building	70,000	70,000	General Fund	
City Hall	City Hall Upgrades	15,000	15,000	General Fund	
City Hall	City Hall Lobby/Reception Safety& Security Project (part 2)	75,000	75,000	General Fund	
Senior Center	Senior Center Roof Repair	60,000	60,000	General Fund	
Overlook	Overlook Gates / Security Access	20,000	20,000	General Fund	
<b>Infrastructure:</b>					
Roads	City Street Resurfacing	750,000	750,000	General Fund	
Roads	Road and Crosswalk Restriping	35,000	35,000	Gas Tax Fund	
Roads	Pollard Road/CR 64 Improvements (ESMPO Match)	265,000	175,000	General Fund	\$90,000 Cap Res
Drainage	Lavender Lane Site Improvements	100,000	100,000	General Fund	
Sidewalks	Sidewalks	190,000	190,000	Capital Reserve	
Sidewalks	Sidewalks	65,000	65,000	General Fund	
Sidewalks	Yacht Club Drive to Publix Sidewalk - Seed Funding or Match	60,000	60,000	General Fund	
Roads	Traffic Calming Devices	30,000	30,000	General Fund	
Old Towne	Old Towne Daphne - Street Signs	50,000	50,000	General Fund	
Old Towne	Old Towne Daphne - Streetscape Safety (Trees / Bollards)	50,000	50,000	General Fund	
Old Towne	Street Lighting Upgrades - DRA- Agreed by Council	30,000	30,000	General Fund	
Property	Property Purchase next to City Hall	150,000	150,000	General Fund	
<b>Other</b>					
	Assistance to Daphne Feeder Pattern - EDAC Recommendations	100,000	100,000	General Fund	
		4,349,629	3,474,379		

**Summary of FY 2020 Funded Personnel Requests**

Description	Grade & Step		Total Annual Salary	Total Annual Taxes and Benefits	Total Annual Cost	Hire Date	Annualized Cost	FY 2020 Cost
<b>Human Resources</b>								
Intern		Temporary	6,720	541	7,261	10/1/2019	7,261	7,261
<b>Police Department:</b>								
Patrol Officer	20P/4	Full Time	45,820	23,570	69,390	1/1/2020	69,390	52,043
Patrol Officer	20P/4	Full Time	45,820	23,570	69,390	4/1/2020	69,390	34,695
Less: Eliminated Admin position			(37,814)	(23,609)	(61,423)	FY 2019	(61,423)	(61,423)
			53,826	47,140	77,357		77,358	25,315
<b>Fire Department:</b>								
Fire Battalion Chief (Upgrade)	PF31/6	Full Time	67,267	27,302	94,569	10/1/2019	94,569	94,569
Less existing Fire Lieutenant	PF22/17		(60,777)	(26,156)	(86,933)	10/1/2019	(86,933)	(86,933)
Fire Fighter Lieutenant (Upgrade)	PF22/16	Full Time	59,654	25,958	85,612	10/1/2019	85,612	85,612
Less existing Firefighter	PF20/14		(58,656)	(25,781)	(84,437)	10/1/2019	(84,437)	(84,437)
Fire Fighter	PF20/1	Full Time	40,414	22,563	62,977	10/1/2019	62,977	62,977
			47,902	23,885	71,787		71,787	71,787
<b>Public Works</b>								
Public Service Worker Senior - Streets	11/4	Full Time	32,885	22,987	55,872	1/1/2020	55,872	41,904
<b>Grounds</b>								
Equipment Operator	13/4	Full Time	35,277	22,775	58,052	4/1/2020	58,052	29,026
Public Service Worker - Upgrade PT to FT	6/1	Full Time	25,002	20,661	45,662	10/1/2019	45,662	45,662
Less: Existing PT Position	1-Jun	Part Time	(17,501)	(2,325)	(19,826)	10/1/2019	(19,826)	(19,826)
			42,777	41,112	25,837		83,889	54,863
<b>Library</b>								
Library Services Tech - Upgrade PT to FT	8/1	Full Time	27,206	20,185	47,391	1/1/2020	47,391	35,543
Less: Existing PT Position	1-Jun	Part Time	(12,501)	(1,240)	(13,741)	1/1/2020	(13,741)	(10,306)
			14,705	18,945	33,650		33,650	25,238
<b>Recreation:</b>								
Public Service Worker - Recreation	6/4	Full Time	26,915	20,411	47,327	10/1/2019	47,327	47,327
Public Service Worker - Recreation	6/4	Full Time	26,915	20,411	47,327	1/1/2020	47,327	36,831
Athletics Coordinator	20/4	Full Time	43,640	25,958	69,598	10/1/2019	69,598	69,598
Parks and Recreation Manager	28/6	Full Time	60,257	26,180	86,437	10/1/2019	86,437	86,437
Less existing Athletic Coordinator	20/13		(55,453)	(25,896)	(81,349)	10/1/2019	(81,349)	(81,349)
			102,274	67,064	169,339		169,339	158,843
<b>Civic Center</b>								
Civic Center Operations Manager Reclassification	22/13	Full Time	56,243	25,436	81,679	10/1/2019	81,679	81,679
Less: Current Classification	22/13	Full Time	(53,394)	(24,946)	(78,340)	10/1/2019	(78,340)	(78,340)
			2,849	490	3,339		3,339	3,339
<b>Total Personnel Costs - ALL FUNDS</b>			<b>303,939</b>	<b>222,164</b>	<b>444,442</b>		<b>502,495</b>	<b>388,550</b>

## CITY OF DAPHNE, ALABAMA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           MANAGER, CIVIC CENTER**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan, manage, and coordinate operations and activities of the Daphne Civic Center and Bayfront Park, to include coordination of facilities management, sales/marketing, and special events.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, manages, and evaluates assigned staff, processing employee concerns and problems, managing work, counseling, disciplining, and completing employee performance appraisals; manages and resolves employee issues.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; prepares guidelines for continued employee training.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures that facilities and operations are in compliance with Section 504, EPA, and other local, state, and federal agencies; initiates any actions necessary to correct deviations or violations.

Prepares and manages annual budget for the Civic Center and Bayfront Park; identifies/implements strategies to reduce costs and improve services; conducts research for pricing rates and rental inventory.

Provides overall management of facility operation and development to meet goals and objectives; oversees long-range and short-range planning; ensures implementation of facility plans within budgets and schedules to effectively meet the facility needs.

Manages and coordinates the administration of facility operations and services such as space utilization, security, capital expenditures, maintenance, housekeeping, utilities, and telecommunications.

Oversees facility planning; manages (or consults as end user on design for) construction and/or remodeling of facilities; oversees administration of outside contracts and services; manages facility improvement projects and monitors expenditures to ensure performance within budget requirements; designs, modifies, and writes copy for floor plans.

Prepares and updates standard operational procedures for operation of the Civic Center and Bayfront Park.

Develops and implements strategies and objectives required to maximize business relationships and facility usage.

Prepares meeting materials for Buildings and Property Committee and other city/departmental meetings.

Develops quality community programs and special events pertaining to the Civic Center and Bayfront Park; prepares budgets, promotes community awareness, and provides all levels of support.

Prepares rates, leases, and other documents for review by mayor and city council.

Coordinates event planning activities with various city departments.

Establishes proactive service/preventive maintenance programs and related service contracts for facilities-related equipment.

Attends functions and provides staff support as needed, including events scheduled on weekends or outside of normal work hours; greets and directs visitors/guests.

Operates a personal computer, audio/visual equipment, kitchen equipment, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer applications.

Attends meetings, serves on committees, and makes presentations as needed.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Marketing, Communications, Facility Management, or closely related field; supplemented by five (5) years previous experience and/or training that includes special event planning/coordination (major events), facility management, sales/marketing, personnel management, budget administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to possess and maintain a valid Alabama driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## CITY OF DAPHNE, ALABAMA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           MANAGER, RECREATION AND PARKS**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial and recreational/athletic work functions associated with planning, organizing, and managing community recreational/athletic programs and activities.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, manages, and evaluates assigned staff, processing employee concerns and problems, managing work, counseling, disciplining, and completing employee performance appraisals.

Organizes and prioritizes department workload; coordinates work schedules to provide adequate coverage at events; makes work assignments; monitors work in progress and inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with mayor, city council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Supervises remodeling and/or construction of facilities; coordinates activities with engineers, architects and contractors; prepares bid specifications for projects, materials, and equipment; evaluates athletic bid specifications and bid awards; makes recommendations or selections on vendors to provide athletic equipment.

Coordinates department activities with those of other departments, outside agencies, or others as needed.

Plans, organizes, implements, monitors and evaluates city recreational/athletic programs and activities; evaluates current programs for effectiveness and recommends/implements changes as appropriate; assesses the need for new programs; recommends and implements new programs.

Develops annual calendar of activities/events for recreational parks, and alternate sites; may prepare quarterly calendars; supervises the scheduling of classes, clinics, games, tournaments, practices, field trips, and other activities.

Develops and implements departmental budget; monitors expenditures.

Develops, updates, and implements departmental policies and procedures.

Develops and implements long and short term goals for the department.

Manages the selection and scheduling of instructors, referees, umpires, coaches, and other officials; reviews contracts.

Manages the rental of city recreational parks to the public.

Manages and assists in processing of program/activity registrations and refunds.

Supervises accounts receivable; ensures that receipt of moneys, issuance of receipts, balancing of receipts and ledger, preparation of bank deposits, and maintenance of records are in compliance with established standards and procedures.

Oversees department petty cash fund, including dispensing funds, logging expenditures, submitting receipts for reimbursement, balancing fund, and maintaining records.

Performs various tasks associated with sports recreation programs, which may include assisting with facility/equipment set-up, maintaining athletic equipment, and maintaining fields and concession facilities; operates athletic field maintenance equipment and concession equipment as needed; operates a passenger vehicle or truck to transport people and equipment to/from activity sites as needed.

Visits various activity sites to inspect employees, grounds, center and sites for quality, quantity, condition, work habits, and safety procedures.

Coordinates park maintenance/repair work and preparation of athletic fields.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, performance evaluations, budget reports, check requests, refund requests, schedules, bid documents, quotes, purchase orders, rental permits, or other documents.

Receives various forms, reports, correspondence, time sheets, registration forms, schedules, accident reports, rental agreements, contracts, budget reports, purchase orders, check requests, quotes, bid documents, invoices, policies, manuals, reference materials, educational materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains file system of departmental records.

Maintains inventory of departmental equipment and supplies; initiates orders for new or replacement materials.

Operates a personal computer, two-way radio, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer applications.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with mayor, city council members, employees, other departments, instructors, volunteers, sports officials, students, consultants, the public, officials, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Promotes recreational sports programs within the community; provides education and information; gives speeches and presentations; prepares/distributes educational materials.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Provides assistance to employees or other departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Recreation, Sports Management, Physical Education, Business Management, or closely related field; supplemented by three (3) to five (5) years of experience and/or training involving progressively responsible sports management, physical education, recreational programming, fitness/health, and business administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Alabama Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, vibrations, bright or dim light, or traffic hazards.

The City of Daphne, Alabama, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name