



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 977.3

Job Title: **ASSISTANT TENNIS CENTER MANAGER**

Pay Grade: 17

GENERAL SUMMARY:

Supervises tennis center activities, programs and operations.

RESPONSIBILITIES:

- Supervises tennis center programs, operations and personnel.
- Opens the center, checks grounds and prepares money for transactions.
- Performs basic accounting activities for court rental transactions, including balancing receipts and preparing money for bank deposits.
- Interfaces with the public to explain rules, schedules, tournaments and sports leagues.
- Provides court and shower rental services.
- Performs basic court maintenance (such as net tightening and leaf blowing), strings racquets and teaches tennis lessons.
- Promotes programs and use of the tennis center.
- May manage a tennis center in the absence of the manager.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in physical education, business administration or a related field is required.

EXPERIENCE:

Two years of supervisory experience at the pro or head pro level in a tennis facility are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Tennis Center Manager
Tennis Center Manager

Effective: May 1995