



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 977.4

Job Title: **TENNIS CENTER MANAGER**

Pay Grade: 21

### **GENERAL SUMMARY:**

Manages and directs the work activities of all personnel at the tennis center.

### **RESPONSIBILITIES:**

- Manages staff activities and establishes work schedules to ensure that services are maintained.
- Collects court fees and submits various reports.
- Monitors grounds and Pro Shop facilities making frequent court checks to ensure requested repairs and maintenance are performed.
- Conducts inventory control management to ensure appropriate levels of merchandise and supplies.
- Coordinates tennis clinics to teach game rules and all aspects of the fundamentals and advanced techniques of playing the sport.
- Ensures City/Department policies, rules and regulations are followed.
- 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.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

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

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **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*