



CITY OF SENECA  
221 East North First Street  
Seneca, South Carolina 29678  
(864)885-2700 Fax: (864)885-2701  
www.Seneca.SC.US

## City Of Seneca – Position Description

### **Operations Director**

#### *Recreation Department*

#### **GENERAL PURPOSE**

Under the general supervision of the Recreation Director, the Operations Director is responsible for overseeing the daily operations of multiple recreational facilities, managing concessions, coordinating tournament logistics, and ensuring the overall operational efficiency of the department. This role ensures compliance with city and departmental regulations and oversees the financial processes of the department. As directed, this position assists in the planning, organizing, administering, maintaining, and overseeing of the City's comprehensive municipal recreation programs and public parks. Work requires extensive public contact.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide leadership in on-site supervision of recreational programs, fostering a safe, inclusive, and engaging environment for participants.
- Document and report injuries, ensuring proper follow-up and communication with staff and participants.
- Disseminate program information effectively to all stakeholders.
- Oversee concessions operations, ensuring adequate inventory levels and excellent customer service.
- Manage tournament logistics, including field preparation, equipment allocation, and facility readiness.
- Monitor and manage financial tracking, budgeting, and reconciliation processes in accordance with city and departmental policies.
- Prepare comprehensive financial reports and budget analyses to support optimal resource allocation and financial planning.
- Supervise all cash handling activities, including deposits and petty cash, while adhering to strict financial protocols.
- Provide departmental financial summaries to the Recreation Director to inform decision-making.
- Develop and maintain sponsorship and partnership opportunities to enhance recreation programs, events, and facilities.
- Build and sustain relationships with local businesses, organizations, and stakeholders to secure funding and in-kind resources.
- Manage sponsor engagement, track deliverables, and ensure satisfaction while aligning sponsorship efforts with organizational goals.
- Maintain clear and consistent communication with the Athletic Director and other departmental staff regarding operational needs, program updates, and challenges.

- Participate in cross-training initiatives to improve efficiency and support fiscal operations across departments.
- Oversee the setup and teardown of recreational programs, ensuring all equipment is properly secured and facilities are well-maintained at the end of shifts.
- Employee may be required to work beyond normal business hours in response to attend evening meetings, events, or complete work assignments.

### **PERIPHERAL DUTIES**

- Assists the Recreation Department, as needed and assigned.
- Performs and completes special projects, as assigned.
- Directs certain departmental staff in the completion of special projects.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience:

- Bachelor's degree in Recreation Management, Sports Administration, Business, or a related field (or equivalent experience).
- Proven leadership experience in recreational operations, event coordination, or facility management.
- Proficiency in budgeting, financial management, and report preparation.
- Knowledge of relevant state and municipal regulations and policies.

#### Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of the principles, practices and procedures of recreation programs and activities.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication (oral and written), problem-solving, and interpersonal abilities.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to foster positive relationships with staff, sponsors, and community members.
- Proficiency in software tools for scheduling, reporting, and financial tracking.
- Adaptability and the ability to remain calm under pressure in a fast-paced environment.
- Commitment to creating inclusive and engaging recreational experiences.
- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.

### **SPECIAL REQUIREMENTS**

Valid SC driver's License or ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone and copy machine.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The work environment includes regular exposure to outside weather/elements with intermittent periods of stooping, walking, carrying and standing.
- Work requires some agility such as moving in or about athletic fields or over rough terrain. T

---

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*