



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Shooting Sports Manager	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Shooting Sports Education Complex	<b>REVISED:</b>	

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**Summary:** Under administrative direction, manages all aspects of the range operation on a daily basis to ensure a safe and productive use of the facility;

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Safely control the firing line while live fire sessions are in effect.
- Identify unsafe acts and take corrective action.
- Assist users in proper use of firearms.
- Establish, produce and manage annual range budget.
- Submit and present annual budget for consideration by the County Commissioners.
- Coordinate with County Budget Office for all required tracking for range income and expenditures.
- Follow established procedures for depositing income with the County Treasurers Office.
- Manage range inventory.
- Perform daily maintenance and clean up, as required.
- Coordinate and supervise the scheduling of all range activities to include shooting and classroom events.
- Supervise the operation and maintenance of all range equipment.
- Supervise all maintenance of records and procedures required to comply with any OSHA or EPA standards or requirements.
- Promote range usage to the general public, clubs, local businesses and law enforcement.
- Identify and pursue opportunities for public and private business sponsorship, partnership and alternative means of revenue generation for the range including grants, donations and corporate sponsorship.
- Speak to groups or organizations on range programs, usage and general firearms safety.
- Work effectively with local, state and federal law enforcement agencies in scheduling range time for qualification programs.
- Encourage and promote new programs that will increase range usage.
- Evaluate all range related programs and activities for feasibility and cost effectiveness.
- Recruit, train, develop, supervise and motivate staff, including volunteers.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of firearms and their safe and efficient use.
- Knowledge in accurately handling computer data entry, database use, spreadsheets, word processing and desktop publishing.
- Knowledge in handling sales, cashiering and general accounting with a high degree of accuracy.
- Knowledge of general knowledge of hunter education and safety, hunting regulations and wildlife in Wyoming.
- Knowledge of supervisory principles, practices, and methods.
- Knowledge of marketing and general business management.
  
- Skill in communicating with people of all ages and backgrounds about firearm safety, range procedures, hunting and shooting.
- Skill in establishing and maintaining effective working relationships with general public, clubs, local businesses and law enforcement.
- Skill in teaching others about hunter education or firearms.
- Skill in effectively communicating verbally and in writing.
- Skill in promoting events and services to maximize facility usage.
- Skill in planning, organizing and prioritizing work activities for oneself, employees and volunteers.

### **Minimum Qualifications:**

High School Diploma or equivalent; AND two (2) years related sports facility management experience; OR equivalent combination of education, training and experience. Must be able to successfully pass a background investigation. Must be able to receive Range Safety Officer Certification within 6 months of hire.