

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT INTERSCHOLASTIC ATHLETIC COORDINATOR

TITLE #: 1064

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting in the administration of interscholastic sports programs for school districts comprising the Orange County Interscholastic Athletic Association (OCIAA). Responsibilities include assisting the Coordinator in preparing all league schedules, assigning officials for all league competition and creating a uniform system of evaluation and rating of officials. Work is performed under the general supervision of the Interscholastic Athletic Coordinator. Incumbent may lead and direct clerical staff in the Athletic Coordinator's office. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs all league schedules with Coordinator and league representatives according to OCIAA Constitution and assists Coordinator in assigning officials;

Assists the Coordinator in scheduling Section IX contests and assigning officials;

Assists the Coordinator in creating a uniform system of evaluation and rating of officials;

Updates web site for the Athletic Coordinator's office and the OCIAA to increase parent and community knowledge and involvement in all aspects of interscholastic athletics;

Responds to inquiries regarding OCIAA and New York State Public High School Athletic Association (NYSPHSAA) rules and regulations;

Attends league meetings where appropriate;

Creates mailing lists for School Athletic Directors, High School Principals, Executive Committee, Section IX Sports Coordinators, Chief School Officers, Coaches of each sport and others as needed;

Maintains files and records;

May lead and direct the work of clerical staff;

May train clerical staff.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern office practices, procedures and equipment; ability to develop schedules for events, staff and officials; ability to lead and direct the work of others; ability to update web pages; ability to understand and interpret Federal, State and local rules and regulations; organizational skills; clerical aptitude; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree (or higher) and one (1) year paid experience in the field of athletics, physical education, recreation or sports management which shall included use of an athletic scheduling computer program: OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree and two (2) years of paid work experience in the field of athletics, physical education, recreation or sports management which shall have included use of an athletic scheduling computer program; OR
- (B) Graduation from high school or possession of a high school equivalency diploma, and four (4) years of work experience as outlined in (A) above.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED:08/30/18 dc