

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

CLASS TITLE: ATHLETIC PROGRAMS ASSISTANT

TITLE #: 1073

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for scheduling officials for all modified, junior varsity and varsity level athletic events for school districts in the Orange County Interscholastic Athletic Association (OCIAA) and for assisting the Athletic Coordinator in the evaluation and rating of those officials. Work is performed under the general direction of the Interscholastic Athletic Coordinator and supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assigns and reassigns appropriate officials to athletic events and notifies them of same;

Identifies problems related to athletic schedules and the assignment of officials and refers them to the appropriate superior for resolution;

Resolves any scheduling conflicts that arise;

Maintains roster of athletic officials;

Assists the Coordinator in the evaluation and rating of officials;

Maintains on-going contact with school Athletic Directors and sports officials both individually and through their respective associations;

Represents the Interscholastic Athletic Office at OCIAA and Section IX meetings;

Utilizing computer software, inputs schedules of events and assignment of sport officials;

Performs a variety of related clerical tasks such as keyboarding and maintaining files by individual sports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the rules and regulations governing a wide variety of team sports including, but not limited to, football, soccer, volleyball, basketball, golf, baseball and wrestling; good knowledge of computer and related data management systems; ability to prepare and maintain schedules for a wide range of events; ability to maintain effective working relationships with others both inside and outside of the organization; flexibility; good organizational skills; good oral and written communication skills; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (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 in physical education, recreation or sports management; OR
- (B) Completion of 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, and two (2) years of experience in the field of physical education, recreation or sports management; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (B) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 11/22/05 kr