

INTERSCHOLASTIC ATHLETICS ASSISTANT
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Maintains the computer assisted data management system of the office of Interscholastic Athletics of BOCES Southern Westchester; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for the coordination of all computer assisted data management activities in the office which includes the scheduling of athletic events, assigning officials to all athletic contests, processing of payments to officials, etc. Supervision is a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the scheduling of junior high school, junior varsity and varsity athletic event schedules (sports by season) sent in by participating school districts and the entering of that information into a database;

Supervises the entry of criteria for assigning of sports officials so computer program "Sportspak" can make the actual assignments based on criteria entered, i.e., certification of official which allows him/her to officiate at a certain level, i.e. varsity or junior varsity;

Supervises the maintenance of the Sportspak database overseeing any addition, correction, and revision to data entered as it relates to athletic events and the officials;

Resolves any scheduling conflicts which arise to the mutual satisfaction of both schools;
Resolves any assignment conflicts that cannot be resolved at the Sports Desk level to the satisfaction of the athletic officials;

Establishes the deadlines for and supervises the mailing of both schedules of athletic events and assignments of officials to school districts to insure that this information is received in a timely manner, and participates in the establishment of an Interscholastic Athletic/Section I calendar of meetings and deadlines;

Oversees member school district's payment plan; creates billing statements; monitors accounts receivable, reconciles payments;

Oversees payment of officials at end of each sports season, acting as liaison with BOCES#2 Business Office to respond to questions/problems related to school billing or payments to officials;

Monitors expenditures in conjunction with the office and is authorized to make budget transfers between accounts related to the Interscholastic Athletics Office;

Responsible for training Interscholastic Athletics Office staff and local school district staff in using Sportspak and the on-line computer system;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Acts as contact person between office and hardware/software vendors to maximize capabilities of data management system and correct any system problems and between the office and BOCES#2 Regional Information Center to communicate the hardware and software needs of the department;

Has extensive contact with school athletic directors, coaches, sports officials, individually and with their associations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personal computers and related data management systems; good knowledge of general office procedures; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan, coordinate and supervise the work of others; ability to motivate and evaluate personnel; ability to maintain effective working relationships with others; ability to communicate effectively both orally and in writing; initiative; tact; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's Degree and one year of experience using a computer assisted data management system; or (b) an Associate's Degree and three (3) years of experience as specified in (a); or (c) five (5) years experience as specified in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

SUBSTITUTION: Satisfactory completion of 30 college credits may be substituted on a year for year basis for up to two years of the above stated experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.