

SPORTS DESK ASSISTANT  
(BOCES #2)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Interscholastic Athletics Assistant, incumbents of this position input all athletic schedules and assign officials to all public high school athletic events within Westchester, Rockland, Dutchess and Putnam counties, using an automated data management system. The incumbent assigns officials to both modified junior varsity and varsity level public high school athletic events, and also to any private high schools that participate in this service within the four-county region. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Inputs and manages records related to the assignment of sport officials, using automated systems;

Inputs schedules of contests, rescheduled events and corrections using software applications;

Maintains roster of athletic officials;

Assigns appropriate officials to all public high school athletic events within Westchester, Rockland, Dutchess, and Putnam counties, and notifies officials of schedule;

Assists in identifying problems related to athletic schedules and/or officials' assignments and refers them to appropriate superior for resolution;

Resolves any scheduling conflicts that arise to the mutual satisfaction of the participating schools;

Maintains extensive, on-going contact with school athletic directors and sports officials both individually and through their respective associations;

Performs a variety of clerical tasks, i.e., reconciles records for correct school billing, and maintains files by individual sports;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with personal computers and related data management systems; familiarity with keyboarding; knowledge of office procedures; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to prioritize work load; ability to work in a pressure situation; ability to maintain effective relationships with others; ability to communicate both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to exercise independent judgment; initiative; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three years of work experience, one of which must have involved public contact, including or supplemented by six months experience entering and retrieving data from a database; or (b) completion of sixty (60) college credits\* and one year of work experience which must have involved public contact, including or supplemented by six months experience entering and retrieving data from a database; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: A Bachelors Degree\* or a Masters Degree\* in Communication, Sports Management, or related field may be substituted for the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.