

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 the general supervision of the Assistant Director of the Interscholastic Athletics Office, this position is responsible for the coordination of all computer assisted data management activities in the office which includes the scheduling of athletic events, the assigning of officials to all athletic contests, the processing of payments to officials. Supervision is a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Enters junior high school, junior varsity and varsity athletic event schedules (sports by season) sent in by participating school districts;

Enters data/criteria for assigning of 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, varsity v. junior varsity;

Makes any addition, corrections, revisions to data entered as it relates to athletic events;

Resolves any scheduling conflicts which arise to the mutual satisfaction of both schools;

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;

Oversees payment of officials at end of each sports season;

Acts as contact person between office and hardware/software vendors to maximize capabilities of data management system and correct any system problems;

Orders all computer related supplies: paper, tapes, disks;

Supervises clerical staff on a daily basis and is responsible for mid-year and end-of-year evaluations;

Monitors budget expenditures for computer system and telephone system.
Authorized to make budget transfers between accounts;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of mini-computers and related data management systems; good knowledge of general office procedures; ability to solve non-technical problems with the mini-computer system; ability to plan, coordinate and supervise the work of others; ability to motivate and evaluate personnel; ability to maintain effective working relationships with others; skill in communicating both orally and in writing; initiative; tact; sound judgment; 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) graduation from a recognized college or university with a Bachelor's Degree and one (1) year of experience in the operation of mini-computers and the operation of a data management system; or (b) graduation from a recognized college with 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.

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.