

## **JOB DESCRIPTION**

City of Patterson



Human Resources

## **SPORTS OFFICIAL (PART-TIME)**

### **JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general supervision, the Sports Official is responsible for officiating games in Adult or Youth Sports Leagues and Tournaments, utilizing current rules and regulations applying to sports. The Sports Official can act as referee, games official or umpire; responsible for operating the scoreboard and maintaining records of scheduled sports games and programs sponsored or coordinated by the Recreation and Community Services Department. May assist with the set-up, take down and distribution of equipment and supplies, as necessary.

### **SUPERVISION RECEIVED AND EXERCISED**

The Sports Official receives general supervision from the assigned Recreation Supervisor.

This position does not exercise supervision.

### **ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Officiates at City sports and athletic events for both youth and adults.

Reviews and interpret program and sports rules and regulations.

Maintains order, enforces rules and regulations, and strict adherence to safety procedures for both participants and spectators during sporting events.

Ensures that game courts, fields, and equipment are in proper and safe playing condition.

Operates a scoreboard in an accurate and efficient manner and fills out a scorebook statistics sheet.

Keeps accurate records of the game such as scoring, time-outs, fouls, time, etc.

Watches play with sufficient clarity to maintain accurate scoring records.

Submits paperwork and game results to Recreation Supervisor or assigned staff.

Exercise sound judgement, quality customer service and support and sportsmanship.

Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Rules of Play standards to various sports and as modified by the City; recreation and sports event rules and regulations assigned to sports; officiating techniques and methods of refereeing disputes and game rules in a variety of sports. Prior scorekeeping experience and training in scorekeeping is desirable.

**Ability to:** Communicate clearly and concisely, both orally and in writing and understand and follow written and oral instructions and posted schedules. Must have the ability to learn, and adhere to City rules, policies, and program requirements; review and interpret sports events rules and regulations. Ability to operate a scoreboard; see play with sufficient clarity to maintain accurate scoring records; establish and maintain effective, cooperative, and productive working relationships with other participants including officials, coaches, players, supervisors, and staff. Attends staff meetings and training sessions as required.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position.

### **NECESSARY SPECIAL REQUIREMENTS**

Must be at least sixteen 18 years of age.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Must be available to work nights and weekends with varying shifts and schedules.

### **EXPERIENCE AND CERTIFICATION(S)**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Related experience in league sports and recreation will be given special consideration. Prior experience as an official is desirable.

**License or Certificate:** Sport specific certifications required prior to starting work – soccer, baseball, basketball referee certifications.

CPR and First Aid certification desirable.

## **PHYSICAL REQUIREMENTS**

**Environmental Conditions:** Work is performed indoor and outdoor work environment. The noise level in the work environment can vary, ranging from quiet to loud. Incumbents will work outdoors in cool to hot environments with sufficient water, breaks and shade provided; also works indoors at a variety of playing sites and will be exposed to loud noises.

**Physical Conditions:** Essential duties of the job require the ability to stand, walk, sit, kneel, stoop, crouch and run; reach with hands and arms; use hands to finger, handle, feel or operate objects, equipment and if applicable, tools. have acceptable eyesight (with or without correction), acceptable hearing (with or without correction); Occasionally lift and/or move up to 40 pounds. Incumbents are required to use vision and/or hearing to identify and evaluate emergencies, and to respond physically to these emergencies quickly and appropriately.

**FLSA Status:** Non-Exempt

**Approved:** July 2021