

Jurisdictional Class: Competitive  
Adopted: June 10, 2020

**INTERSCHOLASTIC ATHLETICS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class involve responsibility for assigning officials to 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 Section VII territory. The incumbent will formulate and publish officiating assignments by utilizing specialized computer programs within the Hamilton, Warren, Franklin, Washington, Clinton, and Essex counties. The work is performed under the direct supervision of the Interscholastic Athletics Administrator or Assistant Superintendent. The incumbent does related work as required. Supervision is not a responsibility in this position.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Formulates and publishes, using a specialized computer program, all initial officiating assignments in conjunction with the Interscholastic Athletics Administrator and the appropriate sports scheduling committee;

Analyzes officiating rosters and availability and in conjunction with local officials associations which supply information as to which individuals are certified to officiate at which level of sporting event;

Acts as primary liaison with officials' organizations and coordinates with these organizations in to maintain and update roster of officials including verification of certification and classification;

Assists the Interscholastic Athletics Administrator in the assignment of post-season (Sectional) athletic contests (playoffs, regionals, semi-finals) in conjunction with the appropriate Section VII sports committee;

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

Responds to telephone and written inquiries from both school personnel and officials related to schedules and officiating assignments;

Compiles group mailings informing officials of schedules and assignments;

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

Maintains and distributes related forms.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of personal computers and related software programs;

Ability to operate a typewriter or computer accurately;

Ability to prioritize workload;

Ability to maintain effective working relationships;

Ability to communicate effectively both orally and in writing;

Initiative.

Interscholastic Athletics Coordinator

**MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year work experience which involved the use of computers; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of work experience which involved the use of computers; or

(c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience which involved the use of computers; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.