



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Athletic Assistant

JOB NO: CL049115

JOB FAMILY: Clerical

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Assist the Athletics/Aquatics Superintendent in the operation of athletic programs; supervise the use of equipment and supplies; enforce the rules and regulations of the athletic programs; and assist in organizing activities for the athletic programs.

SUPERVISION

General supervision is provided by the Athletics/Aquatics Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Inspect field lights, scoreboards and other controls at athletic facilities, driving to and from destinations as necessary.
3. Distribute equipment as required; maintain inventory control on equipment and supplies; maintain an accurate and current listing of users.
4. Observe safety precautions; correct minor safety problems; conduct activities in a safe manner; maintain discipline at indoor and outdoor recreation areas.
5. Gather data and statistics for publication of league information or related documents.
6. Maintain athletic facilities as needed; assist with minor repairs; arrange for contract labor as directed.
7. Assist in completing necessary forms and records including league records, purchase records, maintenance checklists and weekly attendance reports.
8. Assist in the daily operations of athletic programs when necessary.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist in organizing and implementing various athletic events; assist in operations of special events.
2. Serve as a public liaison for the department; answer questions of the public.
3. Schedule and train athletic scorekeepers; resolve and report league occurrences.
4. Attend workshops, seminars and classes that pertain to athletic rules and procedures as required.
5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

One year in coordinating or participating with sport leagues preferred.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Recreation facility safety conditions and hazardous areas or conditions.

Recreation programs safety rules and regulations.

Record keeping techniques.

Basic mathematical principles.

Emergency procedures including First Aid and CPR.

Rules and procedures of various sports.

Microsoft Word and Excel.

Skill in:

Organizing and maintaining large groups.

Planning and coordinating projects.

Demonstrating various officiating and scoring techniques.

Ability to:

Work evenings, weekends, and be on-call when needed.

Maintain records.

Perform basic mathematical calculations pertaining to league activities.

Participate in organizing and implementing recreation program activities.

Learn and enforce recreation site safety rules and regulations.

Respond quickly and effectively in an adverse or emergency situation.

Assist in the resolution of disciplinary problems.

Respond to requests or inquiries from the general public.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Running, walking, crouching or crawling during an emergency*
- *Walking and standing for extended periods of time*
- *Lifting, carrying and pushing/pulling objects weighing up to 74 lbs.*
- *Climbing stairs, bending and twisting frequently*
- *Exposure to adverse weather conditions*
- *Moving equipment.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: February 1993

REVISION DATE: October 2002; March 2003