

Job Vacancy: Assistant Director of Officials Programs

Timelines:

Advertisement: July 7th – 20th, 2016

Deadline for applications: 5pm July 20, 2016

Interviews: Thursday, July 28, 2016

Start Date: August 15, 2016 or as soon as possible

Job as described on FHSAA website:

Assistant Director of Officials Programs (full-time position) - The FHSAA is seeking a full-time administrator for Athletic Services in the area of Officials Programs. Duties include assisting the coordination of FHSAA official's registration and training programs in cooperation with an Officials Registrar. Work hours are 8 a.m. to 5 p.m. Monday through Friday. Requirements include Bachelor's Degree in sports management, recreation, administration or related field and two years of experience in supervising athletics or athletic association work. A related master's degree may be substituted for one year of the required two years of experience. School level experience as an athletic director and/or school administrator is preferred. Experience working as an FHSAA official is preferred. Candidate must be a self-starter with demonstrated ability to organize, lead and manage programs and personnel. Candidate must have working knowledge of secondary school athletic program management and demonstrated ability to communicate effectively. See job description for additional details. Salary is \$47,383 with Bachelor's Degree; \$50,700 with Master's Degree. In addition to salary, the position has full benefits including retirement. Send cover letter and resume to Linda Robertson, Associate Executive Director for Business Services, lrobertson@fhsaa.org or mail to her attention at FHSAA, 1801 NW 80th Blvd., Gainesville, FL 32606-9176. Application deadline is 5pm, July 20, 2016.

Florida High School Athletic Association
Assistant Director of Officials Programs
Job Description

QUALIFICATIONS:

1. Bachelor's degree with major course work in sports management, recreation, administration, or related field from an accredited educational institution.
2. A minimum of two (2) years athletic supervisory or state athletic association work experience. A master's degree in coursework listed above may be substituted for one year of the required two years of experience.
3. Experience working as an FHSAA Official preferred.
4. State of Florida school athletic director and school administrative experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Effective public relations skills. Demonstrated leadership ability. Demonstrated ability to communicate effectively, both orally and in writing. Working knowledge of secondary school athletic program management. Problem-solving skills. Demonstrated ability to use computer hardware and basic software. Ability to read, interpret and implement federal and state statutes and FHSAA By-Laws and Policies.

REPORTS TO: Associate Executive Director of Athletic Services

SUPERVISES: N/A

JOB GOAL

To provide leadership that results in efficient athletic operations for providing services to and monitoring of officials and member schools.

RESPONSIBILITIES:

1. Assist and work with the Officials Registrar to manage officials registration and training program for FHSAA Officials
2. Plan and present FHSAA and NFHS rules to officials
3. Prepare and implement training curriculums for officials associations
4. Assist in updating of Officials Guidebook
5. Plan the annual officials leadership meeting
6. Create and implement officials examinations
7. Review and approve the appropriate field clinic applications
8. Set up, collect and disperse data from officials evaluation programs
9. Collect and review official associations state series recommendation information
10. Develop and implement programs to recruit and retain officials
11. Review officials association training materials, bylaws, and policies

12. Ensure the Associate Executive Director for Athletic Services is informed of all matters related to officials related matters
13. Attend Board of Director meetings, prepare agenda packet materials and provide information as requested.
14. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Administrative Salaried Position

Pay Grade: 30 Bachelors (\$47,383 for 2015-16), 32 Masters (\$50,700 for 2015-16)

250 days worked per year (12 months)

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the FHSAA policy on assessment of personnel.