

# **SPORTS OFFICIAL SCORER I – ADULT SPORTS**

## **PART-TIME, TEMPORARY**

**SALARY:** \$15.00 hourly

**FINAL FILING DATE:** We are accepting applications on a continuous basis. **PERS retired annuitants or current PERS members are not eligible to apply.**

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

### **THE POSITION**

The Human Resources Department is accepting applications for the temporary and part-time position of Sports Official Scorer I in the Parks, Recreation and Libraries Department to work in the Adult Sports Division. This is a year-around position and is limited to 25 hours per week for a maximum of 1,000 hours per fiscal year; the work schedule includes Saturdays from 12pm-8pm.

The City of Roseville promotes a no smoking atmosphere.

### **THE CITY**

The City of Roseville (COR) incorporates the following Core Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

### **THE DEPARTMENT**

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

### **DEFINITION**

To perform a variety of duties related to officiating/scoring Adult or Youth Sports leagues and tournament games.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Maintain discipline, fair play, courtesy, self-control and congenial relations with coaches, players and spectators during sporting events.
- Ensure that game courts, fields and equipment are in proper and safe playing condition.

- Prepare and maintain accurate and up-to-date records.
- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

**If assigned as a Sports Official:**

- Officiate games, leagues or tournaments.
- Enforce appropriate official rules and regulations of games; maintain knowledge of recreation and sports event rules and regulations.

**If assigned as a Scorer:**

- Keep score of games; maintain knowledge of recreation and sports event rules and regulations.
- Prepare score sheets and equipment for play.
- Retrieve and return game equipment to a secure location.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Basic knowledge of scoring techniques in seasonal sports.
- Game rules in a variety of sports, such as basketball, softball, volleyball, soccer, and football.
- Officiating techniques and methods of refereeing disputes.
- Principles and practices of basic arithmetic.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Principles and techniques of first aid and CPR.

**Ability to:**

- On a continuous basis, know and understand all aspects of the game; observe game in progress; run, walk, stand, twist and reach while officiating; throw the ball to game participants; blow whistle at appropriate times; observe good safety practices.
- Intermittently, lift, carry or move sports equipment of 20 pounds or less.
- Follow oral and written instructions.
- Keep legible and accurate records.
- Interpret policies and procedures.
- Read and write at a level necessary for successful job performance.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Understand and carry out written and oral directions.
- Work outdoors in a variety of weather conditions.
- Communicate tactfully with customers.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

**Experience and Training**

**Experience:**

- Experience playing, scoring and/or officiating team sports.

**Training:**

- If assigned to Adult Sports, equivalent to the completion of twelfth (12th) grade and eighteen (18) years of age.

### **License or Certificate**

- Possession of a valid California driver's license by date of appointment.
- Possession of CPR and First Aid certificates within six (6) months of hire.

**Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.**

### **SUPPLEMENTAL QUESTIONNAIRE**

1. Describe your experience(s) as a participant, administrator, official and/or scorekeeper in Adult Sports.
2. This position requires candidates to have the equivalent to the completion of the twelfth (12th) grade and be at least eighteen (18) years of age. Do you meet this requirement?
  - Yes
  - No
3. Adult Sports is offered Sunday-Friday. Please select the league(s) that interest you.
  - Basketball, Thu & Sun, 5:30pm-10:30pm
  - Flag Football, Sun, 6:00pm-10:30pm
  - Soccer, Sun, 8:00am-6:00pm
  - Softball, Sun-Fri, 5:30pm-10:30pm
  - Volleyball, Mon & Wed, 5:30pm-10:30pm
4. Are you a current CalPERS member? A current CalPERS member is someone who has funds on deposit with CalPERS.
  - Yes
  - No

### **SELECTION PROCESS**

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.