

# **City of Moore**

## **Scorekeeper**

### **Job Description**

**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Recreation Coordinator  
**Location:** Recreation Center  
**Date Prepared:** January 18, 2016  
**Date Revised:** February 11, 2016

#### **GENERAL DESCRIPTION OF POSITION**

Keep score for a variety of youth and adult sports including but not limited to basketball and volleyball.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist with setup and tear down of events, and be willing to accept other responsibilities as requested or needed. This duty is performed as needed, about 30% of the time.
2. Help to provide for and organize a safe environment for participants during league and tournament contests. This duty is performed as needed, about 30% of the time.
3. Ensure the safety of all patrons by performing game management duties as well as enforcing game rules. This duty is performed as needed, about 40% of the time.
4. Good attendance is required. This duty is performed daily.
5. Work in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
6. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
7. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION AND EXPERIENCE**

Minimum requirement; general educational background without high school completion, plus 0 to 6 months related experience and/or training. Or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

**CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out simple multi-step instructions. Ability to deal with standardized situations with limited variables.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

CPR/First Aid certification preferred but not required

**SOFTWARE SKILLS REQUIRED**

Basic: Word Processing/Typing

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

**PLANNING**

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

**MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

Supervises the following departments:

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

## **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal

course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

**WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, sit, reach with hands and arms, talk or hear; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ADDITIONAL INFORMATION**

Knowledge of:

- Knowledge of principles and aims of public recreation
- Basic understanding of rules for adult and youth sports, safety practices
- City policy and procedures for use of City facilities

Ability to:

- To establish and maintain effective working relationships with supervisors, other employees and the public
- To read and write at a level required for successful job performance

- Understand and carry out oral and written directions

### Experience and Training Guidelines

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:

Previous experience with basketball and softball officiating preferred, but not required

#### Education:

Must be enrolled in high school or officially home-schooling the prior school year

#### License or Certificate:

CPR/First Aid certification preferred but not required

### WORKING CONDITIONS

#### Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise; dirt, dust and grease; moving parts or objects; may be required to work in inclement weather. Special safety precautions are required and protective clothing or gear may be required.

#### Physical Conditions;

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity. Must be able to perform attached essential job functions.

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### TASK DESCRIPTION

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Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25 lbs)

Employee must tolerate sitting for extended periods of time. Requires a tolerance of seated posture for prolonged periods of time

Requires use of hands and fingers for inputting information

Requires use of eyes continuously throughout the day

Employee works in a City building. Employee must tolerate working environment with inside controlled temperature

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25 lbs)

