

Announcer/Scorekeeper - 3921

Primary Reason Why Classification Exists

To perform manual work associated with announcing and scorekeeping of athletic programs

Essential Duties

- Serves as official scorekeeper for athletic games and arbiter for disagreements
- Keeps an accounting of authorized participants of team games
- Uses PA system to announce names of players, statistics, scores, and other information
- Maintains records of games played and provides information to department and newspapers
- Maintains cleanliness of speaker stand; restricts unauthorized persons from entering stand
- Alerts supervisors of patron injuries, fights, or other disagreements; documents actions taken
- May prepare ball field for games in case of inclement weather
- Removes bases of baseball or softball games at end of day; secures equipment in storage area
- Provides information to the public on games being played or department activities
- Performs related work as required

Knowledge, Skills, and Abilities:

- Knowledge of public relations techniques
- Knowledge of the rules and regulations of various sports as well as keeping scores and reporting rules violations
- Knowledge of the operation of common public address systems and electrical or mechanical scorekeeping equipment
- Ability to demonstrate good character, honesty, and dependability
- Ability to take initiative and leadership in athletic programs
- Ability to read and write and to follow oral and written instructions and directions
- Ability to maintain effective working relationships with coaches, officials, staff, and the public
- Ability to comply with a flexible work schedule, which includes nights and weekends

Physical Requirements

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects. The employee is frequently required to carry supplies in and out of buildings and to ball fields which requires balancing, lifting, walking, reaching, fingering, grasping, and feeling. The employee is frequently required to kneel, stoop, and crouch. Visual perception is required to distinguish player numbers, scores, and other participants, make distinctions at close and far distances, peripheral vision, and the ability to focus on events. Hearing is required to understand the requests from team coaches and other personnel. Vocal communications is required to interact with the teams, the public, parents or guardians, and other department staff.

Working Conditions

Work is performed in both outdoor and indoor recreation and sports facilities. Employee is subject to inside and outside weather conditions some of which may include dampness, wetness, humidity, and moderately loud noises

Education and Experience:

Any combination of education and experience equivalent to a tenth grade level

Special Requirements:

- At least 16 years of age
- Valid North Carolina driver's license
- Must obtain certifications in CPR, First Aid, and AED

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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