



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Office Manager Support Services (Athletics)** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS40H**  
 Prepared/Revised Date: **April 27, 2018** Job Code: **50601**

**SUMMARY:** Responsible for the efficient management of administrative duties for the District Athletic Director. Provide budget planning information, prepare, compile, and complete financial, human resources, and payroll related tasks. Maintain Director's calendar; initiate, compose and edit correspondence; respond to departmental inquiries. Assist Director with administrative matters, often handling sensitive and confidential information and/or material.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative and clerical support to the District Athletic Director. Schedule appointments, meetings and meeting rooms; prepare correspondence, take meeting minutes, contribute to meeting agenda and attend meetings as directed by the District Athletic Director. Call in work orders and follow through on completion. May handle sensitive and confidential information.	D	20%
2. Provide budget planning information and assist in creating department budget. Prepare, reconcile and monitor department operating budgets and PSA accounts. Issue restricted checks and reconcile purchasing card expenses. Process purchase orders and warehouse orders. Coordinate payments for offsite ballfields, parks, tee times, tracks and tennis courts rented from City of Fort Collins, CSU and Town of Wellington. Review weekly game official's invoices for high school and middle school contests for accuracy and prepare payment for vendor. Receive, code and approve all middle school athletic game worker forms and submit to Payroll for processing. Maintain financial reports and paperwork.	D	15%
3. Assist District Athletic Director with communication efforts for the Athletic Department including responding to parents, staff members and community members. Maintain PSD Athletics website and District Athletics (SportsEngine) website. Create lead stories, update forms and contest results, assure all links are active and valid, and train office managers how to customize their school/team pages on SportsEngine, as needed. Utilize social media to communicate news and provide timely and important athletic event updates. Monitor Twitter and Facebook accounts to promote and support PSD athletic teams and families.	D	10%
4. Support high school athletic secretaries with online athletic registration (SportsEngine) and form submission (Arbiter). Aid middle and high school athletic secretaries with schedule entry into Rschool and SchoolDude, assist with scheduling officials and contests at the middle school level, coordinate the scheduling and delivery of all vendor supplies and services, and schedule volunteers and game workers for events. Distribute middle school schedules and high school unified sports schedules to official's assignor and communicate any schedule changes. Coordinate middle school athletic trips with PSD transportation. Serve as contact for post-season playoff requests for lodging and per diems for traveling teams.	D	10%



Description of Job Tasks	Frequency	% of Time
5. Prepare, compile, and complete Human Resources, Payroll and Finance paperwork for payment to tournament directors, student workers and game workers. Pay high school and middle school athletic officials. Complete and process Employee Reports and log athletic coaches onto spreadsheet. Confirm coaches stipend percentage with school athletic directors and verify budget code, job code and stipend percentage with approved budget.	D	10%
6. Serve as a central point of contact for department staff, District staff, and community members. Answer telephone, route calls, take messages, greet visitors, route, direct and provide information. Primary contact for athletic placement of students in schools.	D	10%
7. Attend work and arrive in a timely manner.	D	1%
8. Maintain district stadium schedules and coordinate with stadium manager, concessionaire, game workers, and cleaning services, including ordering restroom supplies and port-o-let rentals.	W	5%
9. Organize ticketing for high school athletic events. Maintain ShopKeep Point of Sale system for ticketing; generate summary reports after each event and reconcile with actual sales. Train ticket sellers on the ShopKeep Point of Sale system. Monitor and reconcile ticket funds for district football games, all sport's playoff games and special events. Order and distribute family passes and serve as contact for senior passes.	W	5%
10. Coordinate and prepare special projects/events including middle school district track meet, CHSAA state swimming events and coaches professional development. Monitor usage of Lynx timing system at track meets, provide hospitality room for middle school district tournaments, arrange tickets and event workers for state swimming event, and assist with coordinating of coaches professional development event.	Q	5%
11. Maintain athletic equipment inventory, order equipment as needed, schedule delivery through the warehouse and make payment on equipment purchases. Coordinate annual supply purchase for middle schools. Verify cost and quantity of items and sort/distribute to each school. Serve as the primary contact for middle school uniform ordering; work closely with school athletic directors, office manager, coaches and vendors to provide new or replacement uniforms.	Q	5%
12. Perform other duties as assigned.	ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- More than three years and up to and including five years of experience in clerical, secretarial or bookkeeping experience required. Office management experience preferred. Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Notary Public preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills



- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district financial, human resources, purchasing and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	