

## JOB DESCRIPTION

### JOB INFORMATION

<b>Title:</b>	Adult Basketball Official
<b>Classification:</b>	Officials, Part-time Seasonal
<b>Salary Range:</b>	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners.
<b>Supervisor:</b>	Works under the general and detailed supervision of the Recreation Manager in charge of the program.

### JOB SUMMARY

Adult Basketball Official will be responsible for officiating adult basketball at local high schools. The Adult Basketball Official will assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Parks and Recreation District (BRPD).

### RESPONSIBILITY/ACCOUNTABILITY

Employee is directly accountable for own his or her own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task.

### JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

*\*Denotes Essential Functions*

\*Attend all Official's Clinics or meetings throughout the season.

\*Follow rules set forth in the National Federation of State High School Associations (NFHS).

\*Work with Recreation Manager and Bismarck Public Schools to determine setup and take down procedures of equipment as needed.

\*Work with Recreation Manager and Bismarck Public Schools to determine appropriate opening and closing procedures of adult basketball league site as needed.

\*Officiate all scheduled games.

\*Responsible for ensuring other official (if scheduled) is on site. Must call scheduled official if he/she does not show up for matches.

\*Complete Initial Incident/Accident Reports and Safety Concern Reports as needed and give to the supervisor the following day.

\*Represent BPRD in a professional and positive manner.

\*Turn in scoresheets and timesheets in a timely manner.

\*Report to work on time and ready to work. Absences must receive prior approval by the supervisor.

**OTHER DUTIES AND TASKS**

Understand and follow the standard operating procedures outlined in the employee manual.

Inform supervisor prior to running out of supplies.

Establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

**QUALIFICATIONS**

Must have a background in basketball and/or basketball officiating.

Must maintain a fitness level acceptable to perform the skills required of the position including strength and endurance testing.

The ability to effectively communicate verbally and in writing.

**WORKING CONDITIONS**

Work is primarily indoors at local gyms within the city of Bismarck.

Must be able to stand for 3-5 hours at a time.

Public contact is frequent.

Updated October 2019