

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Volleyball Official
DEPARTMENT: Recreation Services
DIVISION: Leisure Services
REPORTS TO: Supervisor, Recreation
FULL-TIME: _____ **PART-TIME:** _____ **TEMPORARY:** X

GRADE: 00
JOB NO: 9290
DATE: 6/13/2010
FLSA STATUS: N
COST CENTER: 520

REPLACES: Volleyball Official

DATE: 4/95

JOB SUMMARY STATEMENT:

To officiate the rules of play for volleyball.

DUTIES AND RESPONSIBILITIES:

1. Officiates games of volleyball.
2. Records teams to play on score cards.
3. Records results of games.
4. Operates electronic scoreboard.
5. Communicates effectively with the public. Remain level-headed during disputes regarding official calls.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

General High School (three grades).
Certification as Volleyball Official.

EXPERIENCE:

Five years involvement with volleyball play.

SKILLS:

1. Organizational skills.
2. Excellent oral and written communication skills.

MENTAL REQUIREMENTS:

1. Ability to work in environment with many distractions and interruptions.
2. Ability to assess situation and make recommendations.
3. Ability to exhibit sound judgement.
4. Ability to exhibit abstract and logical reasoning.
5. Carry out assignments through oral and written instructions.
6. Ability to breakdown complex issues/procedures to individual steps.
7. Good memory skills.
8. Ability to train and guide others.
9. Ability to work independently.
10. Ability to compute basic math.
11. Selective attention.

PHYSICAL REQUIREMENTS:

1. Ability to speak to an individual or a group for an extended period of time.
2. Ability to lift 20 pounds and transport 20 feet.
3. Ability to distinguish colors.
4. Ability to stand, lift, bend, push, pull, and walk for extended periods of time.
5. Ability to operate the buttons on electronic scoreboard.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description 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 assigned to this job.