

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2013 - 060**

**POSITION:** BASKETBALL SPORTS REFEREE/SCOREKEEPER, PART-TIME TEMPORARY / SEASONAL  
**DEPARTMENT:** RECREATION (PORTALES CITY SPORTS)  
**STATUS:** NON-EXEMPT  
**REPORTS TO:** RECREATION DIRECTOR OR SPORTS ATHLETIC DIRECTOR  
**SHIFT:** PT TEMP/UNDER 20 HOURS PER WEEK  
**SALARY:** MINIMUM \$7.50 PER HOURS

**GENERAL DESCRIPTION:**

Umpires and Referees observe players and regulate the play of sports events. Every sport has its own rules and regulations, sometimes the rules vary at different levels of the same sport. Umpires and Referees are experts in the sports they oversee. They observe players during the play and penalize those who break the rules. They make decisions and resolve disputes between teams. Umpires and Referees have a variety of other duties, depending on the sport such as communicating with other sports and city officials to coordinate plans or resolve problems and record and maintain data. Responsible for recording all pertinent statistics on official score sheet for each team. Keeping official score on the score board; turns in completed score sheet to results after each game; also will keep official time for each game. Must be willing to work holidays, weekends and irregular hours.

**TASKS AND RESPONSIBILITIES:**

1. Observe actions of players at sporting events. Regulate play and watch for broken rules.
2. Signal players or other officials to identify fouls or regulate play.
3. Make qualifying decisions and solve problems regarding players.
4. Direct players to assigned areas, such as starting blocks or penalty area.
5. Confer with other officials to coordinate actions and discuss problems.
6. Inspect sports equipment or players to ensure safety and compliance with rules.
7. Observe the game and record scores/points for each team.
8. Responsible for accurate time keeping of each game.
9. Responsible for proper use of a scoreboard, time clock or stopwatch to record time.
10. General cleaning of gyms and facilities during practices and games.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. Must be at least 16 years of age.
2. Experience with organized sports or an official's certification from an accredited organization preferred.
3. Ability to attend all assigned games and to arrive on time.
4. Ability to concentrate in a situation with many possible distractions and make decisions quickly and fairly.
5. Ability to work with volunteers.
6. Visual and auditory ability to act swiftly in an emergency.
7. Ability to sufficiently supervise and interact with children and enforce safety standards.
8. May be required to attend referee training classes.
9. Previous experience preferred.
10. Must be able to operate scoreboard.

**WORK SCHEDULE:**

The workweek hours will vary. Must be willing to work holidays, weekends and irregular hours.

**DEADLINE TO SUBMIT APPLICATION:** Friday, December 6<sup>th</sup>, 2013 by 5:00 p.m.

EOE