

DESERT COMMUNITY COLLEGE DISTRICT

SPORTS INFORMATION SPECIALIST

BASIC FUNCTION

Under the direction of the Director of Kinesiology and Athletics and in some instances it may be necessary that the SIS report to the departmental Dean or the Executive Director of Public Information, the Sports Information Specialist (SIS) will provide direction to game staff and student workers as assigned and perform a variety of public information functions including the publicity and promotion of the college athletic programs. This may be achieved through the use of announcements, news releases, and publications which may be distributed to the media and the community; through the college's athletic website; and through direct requests for information. The SIS will be the official statistician for the Athletics Department, and will manage content of the department's official webpage. The SIS will assist in management and hosting of home athletic events.

REPRESENTATIVE DUTIES

1. Coordinate the compilation of game and season statistics, including the training of those working with StatCrew or Presto statistical software.
2. Maintain rosters, schedules, season logs and statistics.
3. Provide accurate results and statistics following games.
4. Coordinate information released to the press and broadcast media related to sports schedules, statistics, game results, rankings, player recognition, and post-conference competition.
5. Monitor sport progress, maintain athletic records and archives.
6. Write, edit, and produce athletic publications such as media guides, programs, brochures, schedule cards, and other marketing materials.
7. Update and add to the college's athletic website.
8. Schedule interviews between coaches or student-athletes and the media.
9. Collect biographical information from players and coaches.
10. Photograph (or be able to provide photographs) of teams, individuals, and coaches.
11. Provide supervision in the official scoring and press area table to maintain accuracy and integrity of game management personnel and to provide a non-partisan working environment.
12. Serve as a spokesman for the athletic department; respond to specific media questions related to sports schedules, statistics, game results, rankings, player recognition, and post-conference competition. Refer all other inquiries to the PIO.
13. Assist in managing home athletic events, including clock/scoreboard set-up, directing officials and teams to meeting rooms, and supervising student-worker game staff.
14. Assist in planning and coordination other related schedules and events.
15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Functions and keystrokes of StatCrew or Presto in-game statistical software.
- Basic mathematical principles used in statistical computations.
- Computer and Internet operation, including website content maintenance.
- Sporting rules and regulations along with statistical collection methodology.
- Journalistic writing and reporting techniques.
- Proper English usage, spelling, grammar and punctuation.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment.

Ability to:

- Compute statistics and maintain accurate records
- Respond to inquiries and requests for information
- Update and maintain athletic website and athletic web pages, providing content to make this information current and accurate
- Coordinate content and postings with the individual(s) responsible for website update
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain a cooperative and effective working relationship with those contacted in the performance of duties
- Demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students, along with staff and students with physical and learning disabilities
- Actively participate in professional organizations such as the California Community College Sports Information Association (CCCSIA)

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university with major course work in sports information, communications, journalism, public relations, or a related field and two years of increasing responsible experience in sports information or sports journalism, including some experience in computer website maintenance. Work experience may be considered in lieu of a Bachelor's degree.

WORKING CONDITIONS

- Work a flexible schedule, including nights and weekends
- Sit or stand for extended periods of time
- Lift and carry 25 pounds.

EMPLOYMENT STATUS

Bargaining Unit Position

Salary Range 16
Approved 4/2015