



## **UMPIRE - ADULT SOFTBALL PART-TIME NON-EXEMPT, SEASONAL**

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### **A. GENERAL PURPOSE**

Under the general supervision of the Parks and Community Services Director and the Programs & Aquatics Manager, the Umpire for Adult Softball will be responsible for enforcing all sport and league rules and ensuring good sportsmanship is demonstrated at all times.

### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Officiates games, maintains standards of play, and enforces all sport and league rules in a confident and appropriate manner.
2. Resolves claims of rule infractions or complaints by participants and assesses any necessary penalties, according to regulations.
3. Ensures good sportsmanship is demonstrated at all times by both participants and spectators.
4. Keeps well-informed of Adult Softball rules and regulations established by USA Softball and the City of Dripping Springs.
5. Ensures teams have the appropriate equipment and inspects both players and equipment for issues.
6. Ensures all games are kept on schedule, teams are present, and participating safely.
7. Works with scorekeepers to keep accurate records. If a scorekeeper is not present, the Umpire shall keep score or help find a volunteer to keep score.
8. Supervises and regulates participants and spectators during the game.
9. Ensures participant's safety, including stopping the game for hazardous conditions, including inclement weather.
10. Arrives at the appropriate time prior to game time and wears proper attire and equipment.

11. Performs all other duties as assigned.

## **C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Experience in umpiring/officiating the game of softball.
2. Knowledge of the game of softball and the USA Softball rulebook is preferred.
3. Ability to communicate clearly and concisely both orally and in writing.
4. Ability to maintain order by communicating effectively with persons who may be irate or unreasonable.
5. Ability to work flexible hours including evenings and some weekends.
6. Ability to establish and maintain effective working relationships with team representatives, city employees, City officials, media, and general public.
7. Valid Texas Driver's License.

## **D. SPECIAL REQUIREMENTS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to perform the essential functions if needed.

1. Employee must be a minimum age of 18 years old.
2. Work is performed mostly in field settings. Considerable outdoor work is required in facilitating the adult softball league. Must be able to work outside in all weather conditions and be able to lift a minimum of 50 pounds.
3. While performing the duties of this job, the volunteer is regularly required to stand; sit; walk; talk or hear; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The volunteer is often required to climb or balance; stoop, kneel, crouch, or crawl.

## **E. WORK HOURS**

Regular schedule and hours will be set in coordination with the Programs & Aquatics Manager sufficient to perform the functions of this position. Typical work hours are Monday, Tuesday, and Thursday 5pm – 10:30pm. Must be available during the spring and summer months. Hours are subject to change based on field availability and program needs. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period. Any overtime hours performed must be preapproved by the Programs & Aquatics Manager or the Parks & Community Services Director.

## **F. SALARY**

\$20 - \$30 per hour, depending on experience. Pay days are every other Friday, or as otherwise determined by the “City of Dripping Springs Personnel Manual.”

#### **G. BENEFITS**

As a seasonal employee, the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee’s offer letter.

#### **H. EQUAL OPPORTUNITY EMPLOYER**

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.*