



Flour Bluff Independent School District Job Description

JOB TITLE: Sports Information Technologist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Athletics & Executive Director of Communications & Community Relations

DATE REVISED: 12/09

PRIMARY PURPOSE:

- To perform advanced and routine sports information stories, website updates, and peripheral support functions in all aspects of Flour Bluff ISD Information.

QUALIFICATIONS:

Education Required:

- High School Diploma or G.E.D.

Education Preferred:

- Associate degree in a related field

Experience Required:

- Experience with photography
- Experience in operation of social media accounts

Experience Preferred:

- Two years' experience with photography
- Two years of advanced operation of social media accounts
- Knowledge of media technology
- Knowledge of website building
- In-depth knowledge of desktop computer application setup
- Effective organizational, communication, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in the setup and updating of Flour Bluff ISD Athletics Website.
2. Coordinates sports information updates and all social media accounts.
3. Updates all past, present, and future scores and schedules for Flour Bluff Athletics.
4. Acts as a liaison between Media and the Athletics Department.
5. Maintains an inventory of cameras, computers, iPads, and all other technology.
6. Assists with the procurement of equipment and parts related to media and information.
7. Projects a pleasant and friendly personality, which exhibits maturity and self-control.
8. Demonstrates ability to communicate in both an oral and written manner.
9. Demonstrates punctuality and dependability in performing position responsibilities.
10. Adheres to proper channels when communicating ideas, problems, etc.
11. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
12. Participates in staff development and professional growth activities.
13. Projects a professional image through demeanor and dress.
14. Undertakes additional duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals; camera; video camera

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours, frequent districtwide and statewide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.