

## **FIGURE SKATING SPECIALIST**

### **DEFINITION**

Under supervision, to coordinate an Ice Skating Program tasked with delivering instruction and programming; to perform specialized complex program assistance and a broad variety of program support duties and functions related to the Ice Center; to assist in collecting, organizing and preparing detailed program information, research, studies, and reports; and to perform other duties as assigned.

### **CLASS CHARACTERISTICS**

This is a stand-alone classification used only at the Lane Events Center Fairgrounds Ice Center. Employees at this level are required to be fully knowledgeable in all procedures related to the Ice Center.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel.

May exercise functional and technical supervision over assigned personnel.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Promotes, markets, and coordinates activities and programs at the Ice Center.

Instructs clinics, group lessons, and classes for Ice Center.

Coordinates college credit class in partnership with other institutions.

Coordinates competitions and shows at the Ice Center which includes scheduling, registration, organization, instructing, and program design.

Provides internal and external customers with technical assistance and information pertaining to Ice Center.

Monitors compliance of applicable internal and external requirements associated with Ice Center operations.

**EXAMPLES OF DUTIES** (con't)

Oversees contract coaches.

Assists in updating policy and procedure manuals for Ice Center.

Participates in the technical phases of special studies, surveys, investigations and research projects; prepares graphic charts.

Assists in providing management/supervisory staff with complex technical administrative reports and presents routine level recommendations pertaining to assigned program area.

Assists in preparing proposals for new and adjusted services at the Ice Center to include finance, staffing, and organization requirements.

Performs a variety of duties related to special assignments and projects.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Ice Center operations.

Functions of Ice Center.

Principles and practices of ice skating development and progression.

Ice Skating Institute curriculum, rulebook, and competition guidelines.

United States Figure Skating rulebook.

Professional Skating Association Code of Ethics.

Instructional techniques.

Computers and computer applications.

Report writing methods and techniques.

Effective public information and relations techniques.

Basic record keeping principles and standard office equipment.

Applicable Federal, State and Local laws and regulations.

LANE COUNTY  
Figure Skating Specialist (continued)

Knowledge of: (con't)

Culturally competent practices.

Public Relations principles.

Area resources.

Ability to:

Support Ice Center administration.

Assist in research studies and preparing reports for the Ice Center.

Run, monitor and update reports.

Exercise judgment and discretion.

Analyze situations and adopt an effective course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Multi-task; set priorities and timelines; meet deadlines.

Work independently and as a team player.

Operate a computer and applicable program applications.

Experience and Training

Training:

AA Degree with coursework in Public Administration or related field. Bachelor's degree preferred.

Experience:

Three years of progressively responsible support experience related to coordinating the activities at an Ice Center.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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Special Requirements:

Must be in possession of a valid driver's license at time of application, and a valid Oregon driver's license at time of appointment.

CPR/First Aid Certification preferred or the ability to obtain within 6 months of date of hire, and to maintain.

Membership with the Professional Skaters Association, United Figure Skating Association, and the Ice Skating Institute preferred or the ability to obtain within 6 months of date of hire, and to maintain.

Classification C053 Figure Skating Specialist established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.

Replaces N033 Program Specialist – Figure Skating Specialist (a non-represented classification) established 12/10/08 per Board Order 08-12-10-7.