



# Texas Association of Sports Officials

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The Texas Association of Sports Officials, a professional association in Richardson, Texas, representing Texas sports officials, is seeking an Assistant Executive Director to achieve strategic goals while demonstrating high level leadership competencies with experience in managing and mentoring staff, and working with volunteers. This individual will serve as the assistant to the Executive Director in facilitating the development of strategic directives to include: planning, organizing, directing, and coordinating training programs and activities for the association in accordance with the Bylaws and the Operating Procedures of each Division (Baseball, Basketball, Football, Soccer, Softball, And Volleyball) as well as the overall activities of the association.

## Essential Functions:

- Assist in developing and implementing plans and goals for the Association
- Work with the executive director to coordinate, and supervise and complete daily operations
- Ensure compliance with by-laws, Sports Division Operating Procedures and internal policies
- Monitor attainment of objectives
- Assist in budgeting and monitoring expenses
- Assist in planning and scheduling of events, meetings and training and represent the association when needed
- Frequent contact and interaction with TASO officials, school administrators, UIL and TAPPS representatives.
- Develop and implement strategies for recruiting and retaining members
- Attend all meetings of the Association
- Create reports and submit them to the executive director as requested
- Create and expand opportunities for increased income and fundraising
- Fulfill duties as assigned by the executive director

## Qualifications:

- Proven experience in association management, board of directors or other similar position
- Experience in administration, operations, and performance management.
- Knowledge of relevant regulations and quality standards
- Proficient in MS Office Word, Excel, and PowerPoint
- Outstanding communication and public speaking skills
- Excellent organizational and leadership skills
- Aptitude in problem-solving
- College degree not required, but helpful
- Experience as a sports official not required but helpful
- Experience in association management not required but helpful
- Ability to travel extensively

Interested individuals should send a resume, salary expectations and other information on qualifications to one of the following:

Email:

[mfitch@taso.org](mailto:mfitch@taso.org)

Or

Mail:

Michael Fitch  
Executive Director  
Texas Association of Sports Officials  
1221 W. Campbell Road  
Suite 191  
Richardson, Texas 75080

All information from interested individuals will be retained in confidence. Information from finalists considered for the position will be provided to the Board of Directors of the Association.

Information on the application process is available by calling Michael Fitch at 214-390-5352

Applications should be received no later than September 1, 2017