

PVS ADMINISTRATOR POSTING

PVS is currently seeking a motivated individual to fill the position of PVS Administrator. This is a paid Independent Contractor position that affords the incumbent the flexibility to work from home and contribute to the Mission of Potomac Valley Swimming. If you are interested in applying for the position and feel you meet the qualifications as set forth in the Position Description, please submit your application to John Ertter, PVS Executive Director at jfertter@cox.net. Your application should include contact information, a detailed description of your qualifications, history of involvement with competitive swimming, past work experience and the date on which you could be available to assume the position. PVS will be accepting applications until March 1, 2008. If your qualifications meet the Organization's requirements you will be contacted and scheduled for an interview that will be conducted by a selection panel comprised of several current PVS Board members, the PVS Executive Director and the current PVS Administrator. We expect to schedule the interviews for early March 2008 and complete the process very quickly thereafter.

Attached is a position description for your review. If you have any questions, please contact John Ertter, PVS's Executive Director at jfertter@cox.net or by phone at (703) 869-3289

Potomac Valley Swimming
Position Description
PVS Administrator

General Description

The PVS Administrator performs a broad range of administrative duties. The Administrator maintains the organization's website content; plans for and manages PVS sponsored meets including issuance of sanctions for both PVS and Club sponsored swim meets, publishes meet announcements and assigns teams to competition sites in cases where PVS meets are conducted at multiple venues; Plans, attends and keeps the minutes of Board of Director's, Competition Committee and House of Delegates meetings; monitors the PVS administrative phone and fax to insure inquiries are appropriately handled; acts as backup to the PVS Registrar; maintains the PVS Policies and Procedures Manual to insure accuracy and completeness of content; and generally assists the PVS Travel Coordinator and Zone Team Coordinator with administrative duties.

The incumbent interacts on a regular basis with elected Board members and other paid service providers as well as member athletes, coaches and others. As such, the incumbent is expected to demonstrate commitment to the PVS mission, which is to promote the sport of competitive swimming, and endeavor to offer equal opportunity to all levels and ages of member athletes. The position affords the incumbent access to PVS owned equipment and proprietary information. The incumbent is expected to safeguard PVS's equipment and maintain confidentiality where appropriate. The incumbent must sign and adhere to the Organization's Conflict of Interest and Ethical Behavior Policy.

The position is a member of the PVS Administrative Division, which reports to the PVS Administrative Vice-Chair. The position coordinates with and takes direction from the Administrative Vice-Chair for strategic guidance and from the PVS Executive Director for day-to-day business matters.

The position is part-time with no set working hours. It is expected however that the position will require approximately 25 hours per week to fulfill assigned duties. Working with the Administrative Vice-Chairman and Executive Director, the incumbent will establish agreed upon standard office hours during which time the incumbent will be available to the PVS community to address demands of the position. These hours of availability will be published on the PVS website.

The position's incumbent will initially be that of an Independent Contractor with a large degree of flexibility to determine how and when the position's duties will be fulfilled. The position however may be changed to that of an employee, if it is determined that the position must be classified as such under IRS regulations. While classified as an Independent Contractor, said contractor is solely responsible for payment of all taxes on non-employee compensation.

Specific Duties

1. Meetings

Potomac Valley Swimming
Position Description
PVS Administrator

- a. Gather and distribute pertinent information to appropriate parties in advance of Board of Directors, Competition Committee and House of Delegates meetings including agendas, minutes of the prior meeting and proposals for action.
 - b. Attend and keep the minutes of Board of Director's, Competition Committee and House of Delegates Meetings. Distribute draft minutes of the meetings to appropriate individuals within 2 weeks after a meeting.
- 2. Swim Meets
 - a. Issue and track meet sanctions based on PVS Policies & Procedures.
 - b. Review and approve meet announcements.
 - c. Assign teams to competition sites in cases where a PVS meet is being conducted at multiple venues. Rebalance teams and entries to various sites in order to keep the meet sessions within time constraints and to insure a quality competition for participating athletes. Notify participating teams of rebalancing actions.
 - d. Solicit bids from PVS clubs to host PVS sponsored meets.
 - e. Prepare hyv files for PVS sponsored meets.
 - f. Assist PVS clubs in preparing meet announcements for club sponsored meets for posting on PVS website.
 - g. Collect data and produce reports on officials working swim meets.
- 3. PVS Website
 - a. Post Board of Directors, Competition Committee meeting and House of Delegates meeting minutes to web site.
 - b. Post approved meet announcements to website.
 - c. Maintain list of registered PVS clubs on website based on information provided by the PVS Registrar.
 - d. Maintain Flash Mail email list.
 - e. Publish Flash Mail.
 - f. Post Psych Sheets for PVS meets and Club meets (if requested by sponsoring club).
 - g. Post high school graduates list annually.
 - h. Maintain Listserver email addresses.
 - i. Post Outstanding Athlete award winners to web site.
 - j. Post other items to the PVS website as appropriate.
- 4. Administrative - General
 - a. Assist the PVS Travel Coordinator to arrange for accommodations at out of town meetings including the annual USAS Convention and Eastern Zone Meetings.
 - b. Assist the PVS Travel Coordinator in collecting applications for Athlete Travel Assistance.
 - c. Collect applications for PVS Outstanding Athlete awards.

Potomac Valley Swimming
Position Description
PVS Administrator

- d. Maintain the PVS Policies and Procedures manual and By-Laws to insure that the documents are up-to-date and accurately reflect actions of the House of Delegates and Board of Directors.
- e. Insure that full-page PVS advertisements are placed in summer leagues (NVSL, MCSL) handbooks annually.
- f. Assist Zone Team Coordinator to make team travel and lodging arrangements
- g. Order and distribute PVS awards
- h. Serve as backup registrar
- i. Monitor the PVS administrative telephone and fax. Respond to inquiries as appropriate or forward to appropriate Board member or committee chair for response or action.
- j. Serve as backup to the PVS Webmaster to load swim times into the USA Swimming SWIMS database.
- k. Monitor the PVS administrative phone and fax lines. Respond to inquiries as appropriate or forward to appropriate Board member, Committee Chair or Executive Director for action.

Qualifications

- 1. In-depth knowledge of competitive swimming and PVS.
 - 2. Proficiency with computer tools including desktop software, website management and maintenance and HyTek Meet Manager.
 - 3. Strong oral communication and writing skills.
 - 4. Strong organization skills with demonstrated ability to make decisions based on justifiable analysis and satisfy requirements within deadlines.
 - 5. Ability to work collaboratively with Board members, committee chairs, general PVS membership and outside parties.
 - 6. Ability to work independently with or without extensive supervision.
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