

## Operations Administrator

<b>Job Title:</b>	Operations Administrator	<b>Organization:</b>	IASI
<b>Date Created:</b>	<del>August 2024</del> January 2026	<b>Status:</b>	Non-Exempt

### Responsibilities:

#### Essential:

1. Be a resource person for USA Swimming, IASI, and the IASI Board of ~~Directors~~ **Directors**. Answer questions, provide support and redirect to better resources when appropriate.
2. Attend meetings as it pertains to this role (House of Delegates, Board of Directors, USA Swimming, Central Zone, LSC leadership, and committee meetings as requested).
3. Coordinate IASI meetings (house of delegates, board of director, bid meetings, and any other special meetings as requested). This involves securing space or setting up WebEx calls, working with General Chair, Secretary and Committee Chairs to ensure documents are compiled and distributed to members, and assist with virtual meetings (share screen, advance the PPTs, conduct roll call voting, conduct elections).
4. Maintain the official historical archives of IASI in digital format through cloud based storage. **Facilitate requests for historical records from USA Swimming members who are associated with the IASI LSC. Requests from non-members should be directed to the Admin Vice Chair for approval.**
5. Fulfill the National Time Verification responsibilities.
  - Upload all times into the USA SWIMS database after each sanctioned meet.
  - Research any time discrepancies with the host club and enter the correct time.
  - Process requests for observed meets if it meets stated requirements.
  - Input times after high school regional and state meets.
  - Entry Time Reconciliation for entries to all meets with qualifying standards to ensure proper times and seeding. Must work with the host team's entry chair when doing this.
6. Maintain and disseminate LSC records, top times, and time standards.
7. IASI Meet Sanctioning
  - Distribute bid meeting information and timeline by the end of January each year.
  - Collect and track bids for all meets.
  - Provide approved meet schedule to Communications Coordinator for publication on IASI website. Provide approved updates to schedule to Communications Coordinator.
  - Pre-Meet
    - i. Support Sanctioning Committee with the processing of sanction requests
    - ii. Collect, record, and deposit sanction fees, fines, and penalties
  - Post-Meet
    - i. Ensure post meet reports are submitted to IASI in a timely manner. Report missing or untimely reports to the ADVC.
    - ii. Collect, record, and deposit splash fees. Send infraction letters to meet hosts who fail to forward splash fees within 28 days of meet's conclusion.
    - iii. Prepare and send infraction letters for all other infractions with associated fines. Such infraction letters are to be signed by the General Chair or Finance Chair as appropriate.
8. Championship meet liaison
  - Work with the TPC by providing historical records from past LSC Championship meets.
  - In December, support the Coaches Committee to set the Championship Meet calendar for the following year.

- Before January BOD meeting, obtain contracts with meet sites for the IASI Age Group Short Course Championships, the IASI Short Course Championships and the IASI Long Course Championships for Coaches Committee review and approval.
  - Answer questions about the LSC's championship from coaches, meet hosts, board members, and general membership.
  - Recognition - order physical awards for championship meets (ribbons, medals, high point awards, trophy plates).
  - Collect meet evaluation forms. Forward to the TPC Chair.
9. Responsible for the IASI annual awards and recognition.
    - Identify new IASI records. Maintain up to date LSC records to ensure accuracy. Provide new records to Communications Coordinator for publication on IASI website.
    - Order plaques.
    - Create printed awards such as certificates and posters for display and presentation.
    - Support Coaches Committee Chair regarding Coach of the Year Awards. Order awards on behalf of the committee.
    - Using SWIMS, identify possible qualifiers for Age Group Outstanding Swimmer of the Year, Senior Outstanding Swimmer of the Year, and submit to AGVC and SVC for selection of recipients. Order physical awards for recipients.
    - Set up an annual awards display at championship meets.
  10. Work with the Age Group Chair to support the process of Team Iowa meet entries. Provide SWIMS reports as requested. Ensure Team Iowa athletes are appropriately registered.
    - Direct athletes and parents who are interested in Team Iowa to the Team Iowa website and to contact the AGVC with any questions.
    - Provide SWIMS reports as requested to assist in the section of Team Iowa athletes.
    - Administration of all Team Iowa events.
  11. Promote the IASI Scholarship Program - Publish the application, collect applications, and provide to the Scholarship Committee Chair for selection of recipients. Notify recipients, collect recipient bios and photos for the announcement of the recipients at HOD. Assist families in getting correct information to the Treasurer so that scholarship awards are properly submitted to the recipient's school.
  12. Stay current and knowledgeable on USA Swimming rules and regulations.
  13. Stay current and fully understand IASI policy and procedures as well as the IASI by-laws.
  14. Adhere to and follow IASI financial policies and controls as written and required.
  15. Adhere to and follow IASI policies as written in the Employee Handbook.
  16. Maintain and adhere to a regular work schedule as agreed upon with the Admin Vice Chair.

### **Non-Essential:**

1. While this job description is intended to be an accurate reflection of the job requirements, IASI leadership reserves the right to modify, add or remove duties from jobs and to assign other duties as necessary.

### **Essential Qualifications:**

#### **Experience:**

Must hold, or obtain within six months of hire date, certification as a USA Swimming Administrative Official or Administrative Referee.

Understanding of the SWIMS database and how to access a variety of data.

Understanding of SportsEngine's Team Unify.

Understanding of Active's Meet Manager.

Familiarity with the USA Swimming website and portals (LSC, Club, and Learn Portals), a plus.

Understanding competitive swimming – from a parent, coach, official, athlete, and volunteer perspective.

### **Skills**

Computer skills: Word, Excel, PowerPoint, Adobe Acrobat, Zoom, Google, Constant Contact, SignUp Genius, social media sites.

Excellent communication skills (written and oral).

Strong organizational skills and attention to detail.

### **Physical:**

This is a work-from-home position, but the Registration and Membership Coordinator must reside within the physical boundaries of the Iowa Swimming LSC.

Persons filling this position must have the ability to communicate via the telephone, in person and through correspondence with others.

### **Mental:**

Ability to work under pressure of deadlines.

Ability to think independently, solve various problems and make informed, rational decisions.

Ability to stay focused despite continual interruptions.

### **Other:**

Must be available to work scheduled hours and overtime as the employer determines is necessary or desirable to meet its business needs and to cooperate and promote goodwill in the image of IASI.

Must be available and willing to work such weekends and holidays as the employer determines are necessary or desirable to meet its business needs.

Ability and willingness to travel to such locations and with such frequency as IASI determines is necessary or desirable to meet its business need.

### **Acknowledgement:**

I acknowledge that I have received a copy of this job description. I understand that I can discuss it and any questions that I have at any time.

Employee Signature	Date