

Divisional Administrator of Timing & Scoring

DUTIES AND RESPONSIBILITIES

JOB SUMMARY:

Work and communicate with the Regional Administrators of T&S as well as the Executive Steward and National Administrator of T&S in regards to the execution of T&S policies and practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervise the Regional Administrators of T&S within your Division.
- Communicate with Regional Administrators information regarding T&S changes per GCR.
- Ensure operational consistency of T&S across the Division.
- Travel, when possible, to tracks within the Division to monitor T&S and provide training and assistance at events.
- Develop and have training materials and T&S manual available to all Regions T&S administrators, as well as all T&S workers within the Division.
- Hold a divisional T&S seminar at the Division's meetings.
- Keep apprised if all T&S advances as well as upgrades to software and hardware available.
- Resolve all licensing issues and if unable forward to the National Administrator.
- Review, approve or reject all license upgrades. If rejected inform the Regional Administrator as well as the applicant on the reason and set a plan to be able to upgrade.
- Help Region's without a Chief of T&S secure a chief for their events when necessary. Stress the importance of the Region having their own Chief and T&S workers.
- Attend Divisional meetings.
- Attend the Runoffs, when possible.
- Establish open communications with all T&S workers within the Division and the Division leadership.

DIVISIONAL ADMINISTRATOR REPORTS TO:

- The Executive Steward of the Division
- Division Leadership
- National Administrator of T&S

In CenDiv, T&S DA is responsible for maintaining and upgrading all T&S equipment as needed, as all Regions' T&S equipment was consolidated at the Divisional level in 2008.