



## ATHLETIC DIRECTOR

**Reports to:** Dean, Student Life & Judicial Affairs  
**Dept:** Athletic **Range:** 33  
**FLSA:** Exempt **EEO:** Executive/Administrative/Managerial

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

Under direction, plan, organize and manage the district's intercollegiate athletic program and the intramural sports program; oversee Athletic Department staff, activities and facilities; and perform related duties as assigned.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, organize, control, integrate and evaluate the work of the Athletic Department; with coaches and staff, develop, implement and monitor athletic activities to achieve goals and objectives; contribute to the development of and monitor performance against the annual department budget; supervise and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Manage the performance of athletic staff and coaches; interview and select new coaches and staff; establish performance requirements and personal development targets; regularly monitor performance and provide guidance for performance improvement and development, in accordance with district human resources policies and labor contract agreements.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving the department's and district's mission, objectives and values.
4. Plan, organize, direct and control the activities, services and operations of both the intercollegiate athletic program and intramural sports program; ensure student-athlete eligibility and academic success/decorum; ensure compliance with CCCAA constitution, Title IX and other federal requirements related to athletics; provide game management for intercollegiate contests; file reports on the status for each team and its successes.

5. Manage and schedule the district's athletic facilities, including sports fields, track, gymnasium, training room and locker rooms; schedule athletic events and secure officials, transportation and other necessary personnel; schedule community events and rental of facilities.
6. Research and disseminate information on and implement rules and guidelines for specific sports; compile, interpret and disseminate information pertaining to National Collegiate Athletic Association Division I, II, III and National Association of Intercollegiate Athletics (NAIA) transfer requirements.
7. Maintain current knowledge of new developments and innovations in athletic and intramural programs; recommend changes to maintain program relevance and meet goals; conduct needs assessments as appropriate.
8. Oversee the administration of the sports medicine program focused on prevention, care and rehabilitation of athletic injuries.
9. Plan, organize, publicize, promote and oversee the intramural sports program for participation by enrolled students; ensure effective execution of intramural events.
10. Serve as liaison with community, state and conference organizations related to athletics.

**OTHER DUTIES:**

1. Oversee coordination of district vehicles for athletic travel.
2. Oversee insurance claim processing.
3. Coordinate concession operations.
4. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

1. Current practices in the delivery of athletic programs in multiple sports at a post-secondary institution.
2. NCAA and NAIA athletics transfer policies and matriculation policies/processes.
3. Practices and approaches to a variety of intramural sports that promote student involvement.
4. Sports safety and injury prevention.
5. Applicable federal, state and local laws, mandates, rules and regulations, and the CCCAA constitution and compliance filing requirements.
6. Sports facility management; game management.
7. Principles and practices of sound business communication.

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8. Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
  9. Research methods and analysis techniques.
  10. Principles and practices of effective management and supervision.
  11. District human resources policies and labor contract provisions.

**ABILITY TO:**

1. Understand, interpret, explain and apply applicable laws, mandates and codes including those of the NCAA, CCCAA and Pacific Coast Athletic Conference.
2. Plan, implement and oversee the district's intercollegiate athletic program and the intramural sports program.
3. Provide game management and facilities management as applicable.
4. Plan, organize, manage, assign, delegate, mentor, review and evaluate the work of coaches and staff engaged in Athletic Department activities.
5. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
6. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
7. Develop and implement appropriate procedures and controls.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Communicate effectively, both orally and in writing.
10. Represent the district effectively in dealings with the community and various levels of intercollegiate athletics infrastructure.
11. Present proposals and recommendations clearly logically and persuasively.
12. Operate a computer and standard business software.
13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with others encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with an applicable major and at least two years of responsible experience in college athletics; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Direct and supervise athletic head coaches and all full- and part-time staff, plus student workers, in the Athletic Department.

**CONTACTS:**

District staff, coaches, student athletes, parents, team physician and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical activity with intermittent standing, walking, bending and stooping; lifting and carrying of objects weighing up to 35 pounds; ability to travel to various locations on and off campus as needed.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an office environment but frequently attends sports events in an outdoor environment with potentially hot, cold or inclement weather; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or off-campus facility with occasional evenings and/or weekends on an as-needed basis. Travel may be required.