

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF ATHLETICS

BASIC FUNCTION:

Under the administrative direction of the Dean of Health, Physical Education, and Athletics, plan, organize, direct, and manage the programs and operations of the District's Intercollegiate Athletic Department; supervise academic and classified staff; and perform administrative support duties related to the operation of the Intercollegiate Athletic Department.

REPRESENTATIVE DUTIES:

Plan, organize, direct, and provide leadership for the programs and operations of the District's Intercollegiate Athletic Department within guidelines established by the District as well as pertinent rules and regulations. *E*

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities. *E*

Oversee and participate in the development, administration, and coordination of the Intercollegiate Athletic budget; assist the Dean of Health, Physical Education, and Athletics with the development and management of the Health/Physical Education/Athletics division budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments. *E*

Participate in the selection, assignment, training, supervision, and evaluation of assigned faculty and staff including full and part-time coaches as well as College trainer and athletic equipment personnel; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff; participate in the evaluation of classified and certificated staff and faculty. *E*

Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. *E*

Develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall, and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities. *E*

Assume responsibility for the Intercollegiate Athletic Department's compliance with pertinent rules and regulations as well as Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interpret state and local legislation and athletic eligibility rules; assume responsibility for certification of athletic eligibility for all teams. *E*

Provide leadership for the growth of District athletics programs; assist in student/athlete recruiting activities. *E*

Provide technical and administrative assistance to the Dean of Health, Physical Education, and Athletics; conduct a variety of organizational studies, investigations, and operational studies; represent and/or act in the capacity of the Dean of Health, Physical Education, and Athletics in his/her absence as assigned. *E*

Director of Athletics – Continued

Direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required. *E*

Represent the District at local, regional, and state meetings; attend athletic director and conference meetings as required. *E*

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics. *E*

Manage all athletic trust accounts. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of an intercollegiate athletics program.

Principles and practices of program development and administration.

Methods and techniques of leadership and management.

Pertinent Federal, State, and local laws, codes, and regulations.

District policies, procedures, and current educational programs.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of statistical record keeping and report preparation.

English language usage, spelling, grammar, and punctuation.

Oral and written communication skills.

Public relations principles and techniques.

Interpersonal skills using tact, patience, and courtesy.

Modern office procedures, methods, and equipment including computers and applicable software.

ABILITY TO:

Manage, direct, and provide effective leadership for a comprehensive intercollegiate athletics program.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Develop, coordinate, and manage programs and services to meet the District's goals and objectives.

Plan, organize, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Identify and respond to sensitive organizational issues, concerns, and needs.

Research, analyze, and evaluate new service delivery methods and techniques.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and present comprehensive, effective oral and written reports.

Prepare and administer an operational budget.

Interpret, apply, and explain applicable Federal, State, and District policies, laws, and regulations related to assigned functions.

Conduct meetings and serve on committees.

Plan and organize multiple activities and tasks to meet schedules and time lines.

Work with diverse team members.

Work successfully with District faculty, administrators, and staff as well as community representatives.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Director of Athletics – Continued

Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office, community, and athletic field environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and to make presentations.
Seeing to read and verify accuracy of data.
Sitting or standing for extended periods of time.
Walking to various District/community locations, meetings, or events.
Dexterity of hands and fingers to operate office equipment.
Lifting, moving, and carrying boxes and other materials.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Contact with dissatisfied or abusive individuals.

Revised: March, 2001

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Revised: March, 2007

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