

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF CROWN COVE AQUATIC CENTER

SUMMARY DESCRIPTION

Under the administrative direction of the Dean of the Higher Education Center at National City, plan, organize, direct, and manage the operations of the District's Crown Cove Aquatic Center; supervise academic and classified staff; and perform administrative support duties related to the operation of the Crown Cove Aquatic Center.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, coordinate, and supervise the operations of the District's Crown Cove Aquatic Center; coordinate Aquatic Center activities and operations including instructional, admissions, fiscal services, and other activities. **E**
2. Manage and participate in the development and implementation of the goals, objectives, policies, and priorities for assigned activities, programs, and operations at the Aquatic Center; recommend and administer policies, procedures, and programs; participate in long-range planning activities for the Aquatic Center. **E**
3. Provide leadership for the growth of the Aquatic Center credit, noncredit, and fee-funded programs. **E**
4. Oversee and participate in the development, administration, and coordination of the Aquatic Center budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustments. **E**
5. Recommend instructional programs and student services to be offered at the Aquatic Center; within parameters established by the Instructional Office and in concert with School/Center Deans, propose credit, noncredit, and fee-funded program course offerings; recommend faculty assignments and room schedules. **E**
6. Serve as liaison in coordinating Aquatic Center activities with the main campus, education centers, the California Department of Boating and Waterways, the California Department of Parks and Recreation, and other community and youth organizations; assist in the coordination and delivery of educational collaboratives housed within the Aquatic Center. **E**
7. Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; 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**
8. Plan, direct, and coordinate the work of assigned staff; review and evaluate work projects, methods, and procedures. **E**
9. Assume responsibility for the Aquatic Center's compliance with pertinent California Department of Boating and Waterways, California Department of Parks and Recreation, and District rules, regulations, codes, and safety standards; conduct regular meetings and training to promote strict adherence among personnel and students to applicable rules, regulations, codes, and safety standards. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Director of Crown Cove Aquatic Center - *Continued*

10. Provide leadership for and management of the development and implementation of a comprehensive fund development program/plan for the Aquatic Center that includes annual giving program, corporate and private solicitation program, and special events. *E*
11. Develop and prepare new and renewal grant proposals; collect appropriate data in preparation of grant proposals; serve as the director of all grant funded programs and activities at the Aquatic Center including the California Boating and Waterways grant funded program. *E*
12. Assist in the development, publication, and distribution of instructional, promotional, and procedural brochures in accordance with established procedures. *E*
13. Schedule requests for meetings, conferences, and special events at the Aquatic Center. *E*
14. Direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to assigned Aquatic Center operations and programs; compile Aquatic Center program and course statistics and reports as required. *E*
15. Attend and participate in professional development activities; stay abreast of new trends and innovations related to area of assignment. *E*
16. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a collegiate aquatics program.
Familiarity with organizational, operational, and structural functions of postsecondary institutions.
Basic principles and practices of program development, administration, and review.
Methods and techniques of leadership and management.
Pertinent federal, state, and local laws, codes, and regulations.
District policies, procedures, and current educational programs.
Basic 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, applicable software, and presentation equipment.

Ability to:

Manage the day-to-day operations of the Aquatic Center; manage, direct, and provide effective leadership for programs, services, and activities of the Aquatic Center.
Analyze and assess Aquatic Center programs, policies, and operational needs and make appropriate adjustments.
Participate in the development, administration, and implementation of Center goals, objectives, and procedures.
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.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Director of Crown Cove Aquatic Center - Continued

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.
Communicate clearly and concisely, both orally and in writing.
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. Desirable experience includes: the operation of a boating safety aquatic center; developing, organizing, and promoting aquatic activities; teaching boating and boating safety; and/or administrative and/or teaching experience in a community college or two-year college.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record. Must qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an office, community, aquatic center, and beach environment with frequent interruptions and distractions; exposure to all types of weather and temperature conditions; work around water and on slippery or uneven surfaces; travel to different sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office, community, aquatic center, and beach setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Director of Crown Cove Aquatic Center - *Continued*

Hearing: Hear in the normal audio range with or without correction.

Created: June, 2007
Johnson & Associates