



## Director of Athletics

### Management Range: 15

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*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 within the job; however, any additional duties will be reasonably related to this class.*

## SUMMARY DESCRIPTION

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Under general direction of the appropriate administrator, the Director of Athletics is a management position responsible for the planning, organization, and administration of the intercollegiate athletic program.

## REPRESENTATIVE DUTIES

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*The following duties are typical for this classification.*

1. Plans, directs, supervises and assumes primary responsibility for the sage and efficient conduct of all events involving the college's athletic teams.
2. Develops, implements, directs, and supervises the college's athletic program including scheduling, staffing, equipment budget development and management, and game management.
3. Shares in the responsibility to manage athletics facilities with Administrative Services to assure athletic facilities are safe, coordinated in their use, and maintained appropriately.
4. Monitors revenues and expenditures in assigned area to ensure sound fiscal control and prepares annual budget requests along with equipment replacement plans.
5. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.
6. Provides leadership that encourages student-athletes, coaches and support personnel to demonstrate the highest levels of sportsmanship, scholarship and civility at all times.
7. Ensures compliance with all applicable rules, regulations, procedures and policies for the intercollegiate athletics program such as those established by the California College Athletic Association (CCCAA), appropriate athletic conferences, and the San Bernardino Community College District.
8. Shares in the responsibility for the program's compliance with Title IX objectives and conducts regular meetings and training to promote strict adherence among personnel and student athletes to conference and State athletic rules, regulations, and codes including student eligibility guidelines.
9. Works closely with academic counselors to encourage academic excellence through the program and to prepare student-athletes for successful transfer to four-year colleges and universities.
10. Responds to inquiries, provides information, and promotes the college's athletic programs throughout the community; maintains close working relationships with local high school coaches and athletic administrators.
11. Works closely with College Foundation to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the program and the department.
12. Supports the mission and goals of the entire division, participating in professional development activities, campus governance by serving on college committees and participating in and attending all department and division meetings in accordance with college policies.
13. Supervises, evaluates and participates in the selection of coaching and assigned support staff; plans and organizes workload and staff assignments.
14. Performs other related duties as assigned.



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## QUALIFICATIONS

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### Knowledge of:

- The rules and regulations of the intercollegiate sports offered by the college.
- Rules and policies of the NCAA, NCIA, and the COA which govern community college sports.
- Coaching techniques, the philosophy, objectives and functions of the California Community College system.
- General principles of organization, management, and employee supervision and training.
- Budget development and management.
- Program planning and evaluation.
- State reporting systems and procedures and local community needs

### Ability to:

- Plan, organize, direct and administer a program of intercollegiate athletics.
- Analyze, evaluate and recommend innovative changes to existing programs.
- Direct the work of others.
- Communicate effectively both orally and in writing.
- Reconcile divergent views.
- Establish and maintain cooperative working relationships with people at all levels of the organization including management, faculty, staff and student.
- Be sensitive to and understanding of the diverse academic, socioeconomic, cultural disability, and ethnic backgrounds of community college students.

### Special Conditions:

- Hours of work may not coincide with the hours of normal campus activity. Weekend and evening work required.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education and Experience:

- Possession of a Master's degree from an accredited college or university.
- Three (3) years' of experience as a head coach or athletic administrator, preferably at the collegiate level.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### Special Requirement:



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- Possession of a valid Class III California Driver's License and maintenance of a safe driving record during the course of employment. Out of state candidates will be required to obtain a California permit within 10 days after appointment.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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 primarily in a computer laboratory setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office 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; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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