

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, ATHLETICS**

*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.*

#### **DEFINITION**

Plan, organize, coordinate and direct the District's athletic program, including intramural and intercollegiate sports; manage the athletic staff; oversee the operation of the Athletic Academic Advisement Program and oversee the Palomar College Athletic Association.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Vice President Student Services and exercises supervision over assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Plan, organize, direct and control the activities, services and operations of the athletic program for the District; allocate personnel and resources to optimize departmental efficiency and effectiveness.
2. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures.
3. Provide leadership necessary for a successful athletic program; ensure compliance to all governing authorities and establish a strong, positive presence at the local, regional and national levels.
4. Manage the entire athletic staff.
5. Disseminate information on and implement rules and guidelines for specific sports; compile, interpret and disseminate information pertaining to NCAA Division I, II, III, and NAIA transfer requirements.
6. Maintain current knowledge of new developments and innovations in athletic programs; recommend changes to maintain relevance of programs and meet goals; conduct instructional needs assessments as appropriate.
7. Oversee the operation of the Athletic Academic Advisement Program; oversee the Palomar College Athletic Association.
8. Schedule athletic events and secure officials; transportation and personnel necessary for program implementation.
9. Exercise leadership in the development and monitoring of the budget and manage financial resources consistent with District policy and sound financial management principles.

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10. Set annual goals to assure that athletic programs are consistent with institutional priorities; maintain communication with other departments in order to promote the integration of athletics into the broader educational mission of the District.
11. Prepare contracts, brochures, intramural and staff policies and procedures.
12. Coordinate awards programs to recognize the achievements of student athletes, coaches and staff.
13. Monitor compliance with all national, regional and District rules and regulations regarding the athletic program.
14. Work closely with appropriate personnel to insure the maintenance and proper utilization of all athletic facilities.
15. Work with high schools, community colleges and other community organizations to enhance the support for athletics, disseminate information, recruit student and promote a positive image.
16. Expand and improve program development through seminars, workshops and clinics.
17. Participate in shared governance through service on planning and/or operations committees and task forces.
18. Perform other duties as assigned or required.

**QUALIFICATIONS**

**Knowledge of:**

- Educational goals and objectives of athletics program.
- NCAA regulations, requirements and reporting systems.
- Athletic injuries and conditions.
- Physical fitness and conditioning programs related to athletics.
- Matriculation process, objectives, policies and regulations.
- District-wide administrative methods and procedures.
- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

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**Ability to:**

- Oversee management of athletics program.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

**Education/Training:**

Equivalent to a Master's degree from an accredited college or university with major coursework in Education, Physical Education, Sports Management, Wellness and Recreation, Athletic Training or related field.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment, athletic training facilities and athletic event locations; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between District and athletic event locations; and work day and evening hours including weekends and holidays.