



**Classification Title: Director of Athletics**

<b>Department:</b>	Athletics	<b>EEO6 Code:</b>	1
<b>Employee Group:</b>	Administrative Association (Educational Administrator)	<b>Salary Grade:</b>	71
<b>Supervision Received From:</b>	Assistant Superintendent/Vice President, Student Services	<b>Date of Origin:</b>	July 2012
<b>Supervision Given:</b>	Administrative, faculty, supervisory, classified, hourly, and volunteer employees in Athletics	<b>Last Revision:</b>	June 2019

*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.*

**JOB SUMMARY.** Responsible for planning, organizing, coordinating and directing the District’s intercollegiate athletic program, including cheerleading, directing the Athletics staff; overseeing the operations of the Athletic Academic Advisement Program and overseeing the Palomar College Athletics Department.

**DISTINGUISHING CHARACTERISTICS.** The Director of Athletics is distinguished from other administrative classes in Student Services by its responsibility for the District’s intercollegiate athletics program under the rules, regulations, and guidelines of the California Community College Athletics Association (CCCAA), the National Collegiate Athletic Association (NCAA), and federal gender equity requirements, including Title IX of the Higher Education Act of 1972.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

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

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, procedures, and applicable employee contracts/handbooks, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, organizes, directs, and controls the activities, services, and operations of the intercollegiate athletic program for the District; assesses and updates the long range plan for Athletics and participates in annual goal development and strategic planning.
3. Provides leadership necessary for a successful athletic program; ensures compliance with all governing authorities and establishes a strong, positive presence at the local, regional, and national levels.
4. Researches and disseminates information on and implements rules and guidelines for specific sports; compiles, interprets, and disseminates information pertaining to-NCAA Division I, II, III, and National Association of Intercollegiate Athletics (NAIA) transfer requirements.
5. Maintains open communication and provides opportunities for Athletics coaches and employees to participate in decision-making regarding the Athletics department and to consult on matters of District-wide interest.

6. Oversees the operation of the Athletic Academic Advisement Program; facilitates and coordinates the annual Sports Hall of Fame selection committee and event.
7. Schedules athletic events and secures officials, transportation, and personnel necessary for program implementation.
8. Manages and oversees intercollegiate athletic contests, ensuring compliance with applicable District rules, regulations, policies, and procedures associated with staffing, accounting practices, and/or other applicable issues.
9. Develops and implements fundraising, marketing, promotions, and public relations efforts associated with the intercollegiate athletic program for the District.
10. Develops and communicates annual goals to assure that the athletic program is consistent with institutional priorities; maintains communication with other departments in order to promote the integration of athletics into the broader educational mission of the District.
11. Prepares contracts, brochures, student athlete and employee policies and procedures relevant to Athletics.
12. Coordinates awards programs to recognize the achievements of student athletes, coaches and staff.
13. Monitors compliance with all national, state, regional and District rules and regulations regarding the athletic program, including student athletes and sport programs.
14. Oversees the completion of student athlete eligibility verification and grade checks for student athletes during applicable sporting seasons.
15. Works closely with appropriate personnel to ensure the maintenance and proper utilization of all athletic facilities and oversees and makes recommendations for use of the department facilities by outside users.
16. Works with high schools, community colleges, and other community organizations to enhance support for athletics; disseminates information, recruits student athletes and promotes a positive image for the athletics program.
17. Expands and improves program development through seminars, workshops and clinics.
18. Exercises leadership in the development and monitoring of the budget and manages fiscal resources consistent with District policy and sound financial management principles.
19. Develops and executes planning, research and analysis for special projects as assigned.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

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

**Experience:** One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

**Education/Training:** A master's degree from an accredited college or university.

**Licenses/Certificates:** Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

**Knowledge of:**

1. Supervisory principles and practices.
2. Research and planning methods and techniques.
3. Matriculation process, objectives, policies and regulations.
4. Administrative methods and procedures.
5. Advanced research methods and report writing techniques.
6. Budget preparation and control.
7. Principles and practices of administration, supervision and training.
8. Pertinent federal, state and local codes, laws and regulations, including the California Education Code, Title 5 of the California Code of Regulations, and Title IX of the Higher Education Act of 1972.
9. Educational goals and objectives of an athletics program.
10. Athletic facility preparation and maintenance principles and practices.
11. Basic accounting principles and practices.
12. Public relations principles and practices.
13. Marketing and promotional principles and practices.
14. California Community College Athletic Association (CCCAA) and NCAA regulations, requirements and reporting systems.
15. Athletic injuries and conditions.
16. Physical fitness and conditioning programs related to athletics.
17. Community college organization, operations, policies, and objectives.

**Skill in:**

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining departmental budgets.
6. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
7. Interpreting complex data and information.
8. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
9. Communicating clearly and concisely, both orally and in writing.
10. Maintaining accurate and complete records.
11. Maintaining confidentiality and exercising discretion.
12. Designing, developing, and implementing comprehensive research projects.
13. Guiding, facilitating and supporting the development and maintenance of the institutional strategic planning process.
14. Providing and supervising the research component of matriculation activities.

15. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
16. Working independently with little direction.
17. Planning and organizing work.
18. Meeting schedules and timelines.
19. Overseeing the management of athletics program at the community college level.
20. Using discretion in handling difficult persons.
21. Preparing reports by compiling and organizing data from a variety of sources.

**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. Requires extensive travel.

**Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between District locations and external sites.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.