



Classification Title: Manager of Athletics/Head Coach, Football

Department:	Athletics	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	60
Supervision Received From:	Director of Athletics	Date of Origin:	3/2026
Supervision Given:	Administrative, faculty, supervisory, classified, hourly, and volunteer employees	Last Revision:	3/2026

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.

Manages, plans, coordinates, and administers day-to-day operational activities for the District's intercollegiate football program(s) while providing administrative leadership for assigned operations of the Athletics program; assists in and performs operations functions including planning, budget, oversight of contracts, coordinating with human resources, procurement and customer service; coordinates department functions and activities with other division staff, faculty and administration groups; fosters student-athlete academic progress, retention, and success; ensures compliance with California Community College Athletics Association (3C2A) rules, conference bylaws, Title IX, and District policies; promotes a culture of integrity, equity, and excellence consistent with the District's mission.

DISTINGUISHING CHARACTERISTICS.

The Manager of Athletics/Head Coach, Football is distinguished from the Director of Athletics by the former's responsibility for managing, planning and administering daily operational activities for the District's intercollegiate football program(s) and providing administrative leadership for assigned operations of the Athletics program, while the latter is responsible for the entire District's intercollegiate Athletics program and teams.

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 in accordance with relevant 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; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, manages, coordinates, and evaluates business and support functions and activities for assigned operations of the Athletics program, including planning, budget, coordinating with human resources, procurement, contract administration, work planning and management, department reporting, customer service and related matters; evaluates and reports on department/program(s) operations and assesses needs and improvement opportunities; schedules, supervises and monitors the work of assistant football coaches, support staff, hourly employees and volunteers.
3. Serves as the Head Coach for the District's intercollegiate football program(s); recruits, mentors, and develops student-athletes in alignment with academic standards, eligibility requirements, and institutional values; plans,

organizes, directs, and evaluates the overall operations of the football program(s), including competitive performance, practice and competition scheduling, staffing and program development; promotes an environment that supports student well-being while modeling ethical conduct, sportsmanship, and professional behavior.

4. Develops, implements, and monitors systems to support student-athlete academic progress, eligibility, retention, persistence, and degree completion in collaboration with counseling, instructional, and student support services; ensures compliance with all applicable 3C2A regulations, conference bylaws, Title IX requirements, and District policies; maintains required certifications and training, including 3C2A R-2 training related to recruiting, eligibility, and compliance.
5. Participates in and oversees development and implementation of goals, objectives, policies and priorities for department and assigned program(s), projects, services and activities; recommends and administers department, program and District policies and procedures; monitors and evaluates the efficiency and effectiveness of department/program(s) work and procedures; recommends appropriate service and staffing levels; monitors the Athletics building complexes and coordinates the resolution of facilities and equipment repair and maintenance needs by Facilities staff and/or outside resources.
6. Serves as a resource to faculty, staff and administration groups on operational matters related to department/program functions, including identifying and resolving problems associated with procurement, contracts and safety management; oversees the administration of assigned operations, which may include scheduling, travel coordination, equipment and facilities usage, event operations, and coordination with various campus departments.
7. Manages the development and tracking of assigned department/program budget(s); works with the Director and other administrators throughout the budget development process in forecasting funding needs for staffing, equipment, materials and supplies; analyzes department expenditure estimates, requests and proposals, identifies issues and concerns and advises on appropriate actions; prepares and processes budget transfers, contracts and other budget adjustments.
8. Serves as a program liaison with Human Resources regarding recruitment, selection, and on-boarding of division staff; trains program employees; responds to requests and provides information to faculty, supervisors and employees on payroll, travel and a variety of other human resource policies and procedures; may represent the Director in meetings regarding employee matters.
9. Coordinates recruiting activities in compliance with 3C2A and conference rules; represents the department/program(s) and participates in outreach activities; serves as a liaison with the Director of Athletics, staff, outside agencies, vendors, students and parents to support program(s) needs; establishes and maintains positive relationships with high school coaches, community colleges, and other educational and external partners; participates in developing recommendations on potential new programs; contributes to development and implementation of coordinated outreach and marketing programs for assigned operations; participates in relevant student and community groups to foster a positive climate of innovation in programs and services.
10. Manages and oversees the preparation and maintenance of records, files, logs and reports related to department/program(s) operations, personnel, inventory, work requests, work performed and accident and safety issues.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, workshops, 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/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of football coaching experience **AND** 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 is required.

Licenses/Certificates:

1. Possession of an appropriate, valid California Driver's License by time of appointment.
2. Completion of required 3C2A R-2 training related to recruiting, eligibility, and compliance required within two weeks of being hired and continued compliance.

Knowledge of:

1. Leadership and managerial principles and practices, including selection, training, evaluating, and discipline, including supervision of volunteers.
2. Principles and practices of athletic administration and intercollegiate athletics.
3. 3C2A rules, conference bylaws, eligibility standards, recruiting regulations, and compliance requirements.
4. Title IX requirements as they relate to intercollegiate athletics.
5. Student-athlete academic support practices, retention strategies, and eligibility monitoring.
6. Principles, practices, procedures and techniques of budget preparation, administration and maintenance including District budget development and administration policies, practices and procedures.
7. Principles and practices of public agency purchasing and contracting applicable to assigned responsibilities.
8. Research methods and data analysis techniques.
9. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
10. Principles and practices of sound business communications including correct English usage, spelling, grammar, punctuation.
11. Principles, practices, concepts and best practices used in customer service, public relations and community outreach.
12. Community college programs, services, operations, and activities.
13. College human resources policies and labor contract provisions.
14. Applicable Federal, State and local codes, laws and regulations.

Skill in:

1. Planning, organizing, managing and coordinating operations for an Athletic department/program(s) including planning, budgeting, human resources coordination, procurement, contracting and customer service.
2. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
3. Developing and implementing goals, objectives, policies, procedures, work standards and management controls.
4. Leading and managing a competitive intercollegiate football program.
5. Monitoring academic progress and eligibility of student-athletes.
6. Collecting, compiling, analyzing and making sound recommendations on budget and expenditure data, programs

and processes.

7. Selecting appropriate methodologies and performing complicated mathematical and statistical calculations and analyses.
8. Reading, understanding, interpreting, explaining and applying applicable federal, state and local codes, rules, regulations, policies and procedures.
9. Collaborating effectively and representing the College with high school coaches, community colleges, and other educational and external partners.
10. Preparing clear, concise and comprehensive records, reports, correspondence and other written materials.
11. Supervising, training, and overseeing the work of assistant football coaches, support staff, hourly employees and volunteers.
12. Working collaboratively with College administrators, managers and staff to provide effective and efficient department programs and services.
13. Utilizing a computer and related business and specialized software applications used in the trade and industry programs.
14. Communicating clearly and concisely, both orally and in writing.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
16. Maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex, confidential and potentially hostile issues and situations.
17. Establishing and maintaining effective working relationships with those contacted in the course of work.

WORKING CONDITIONS.

Environmental Conditions:

Office environment, athletic training facilities and athletic event locations which include a variety of indoor, outdoor, and athletic field settings, on and off campus with moderate to extreme noise levels, and extreme temperature conditions; exposure to computer screens and electrical energy; may be exposed to bloodborne pathogens and hazardous road conditions; extensive contact with faculty, staff, and students; may interact with upset students, individuals, and groups in the performance of work duties. Requires extensive travel.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation such as the ability to work in a standard office setting using standard office equipment, including a computer; visit various work locations; speech to communicate in person, before groups, and over the telephone; walk, climb, bend, stoop and kneel in the performance of office and field work duties; lift, carry, push, and pull materials and objects weighing up to 25 pounds; finger dexterity to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Vision: Read printed materials and a computer screen and to observe athletic activities and competitions. Hearing: Hear in the normal audio range with or without correction. This is both a sedentary office classification and physically active role, requiring sufficient physical stamina to traverse various athletic grounds and facilities. Position requires frequent travel to District and other locations.

TERMS OF EMPLOYMENT.

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