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.

JOB SUMMARY.

Responsible for planning, organizing, coordinating and directing the college’s intercollegiate athletic program, including cheerleading; managing the athletic staff; overseeing the operation of the Athletic Academic Advisement Program and overseeing the Palomar College Athletic Association.

DISTINGUISHING CHARACTERISTICS.

The Director, Athletics is distinguished from other student services management classes by its responsibility for the College’s intercollegiate athletics program under the rules, regulations, and guidelines of the California Community College Athletics Association (CCCAA).

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. 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 College policies, 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 salary 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.

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 National Collegiate Athletic Association (NCAA) Division I, II, III, and National Association of Intercollegiate Athletics (NAIA) transfer requirements.

5. Maintains current knowledge of new developments and innovations in athletic programs; recommends changes to maintain relevance of programs and meet goals; conducts instructional needs assessments as appropriate.
6. Oversees the operation of the Athletic Academic Advisement Program; oversees the Palomar College Athletic Association.

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 College 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 College.

10. Develops and communicates annual goals to assure that athletic programs are 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 staff policies and procedures.

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.

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.

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.

Knowledge of:

1. Supervisory principles and practices.
2. Research and planning methods and techniques.
3. Matriculation process, objectives, policies and regulations.
4. District-wide administrative methods and procedures.
5. Advanced research methods and report writing techniques.
7. Principles and practices of administration, supervision and training.
8. Pertinent Federal, State and local codes, laws and regulations.
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 an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining section budget.
7. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Maintaining accurate and complete records.
10. Maintaining confidentiality and exercising discretion.
11. Designing, developing, and implementing comprehensive research projects.
12. Guiding, facilitating and supporting the development and maintenance of the institutional strategic planning process.
13. Providing and supervising the research component of matriculation activities.
14. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
15. Working independently with little direction.
16. Planning and organizing work.
17. Meeting schedules and timelines.
18. Overseeing the management of athletics program at the community college level.
20. Preparing reports by compiling and organizing data from a variety of sources.

**Experience and Training Guidelines:**

Any combination of experience and 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 management/administrative experience in a community college setting, including two years of supervisory responsibility.

**Education/Training:**

Master’s degree in education, physical education, sports management or a related field.

**License and/or Certificate:**

Possession of, or ability to obtain, a 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 for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.