

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Athletic Director	Range:	(29) Management Schedule
Date Revised:		Date Approved:	11/25/2014

PRIMARY PURPOSE

Under the direction of the Dean, Physical Education, the Athletic Director is responsible for the planning, organization and administration of the intercollegiate athletic program.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Administers, directs and supervises all aspects of the intercollegiate athletic programs as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation and insurance.
2.	Develops, directs, and supervises the men's and women's intercollegiate athletic program including staffing, budget development and management, and game management, and division facility rentals.
3.	Ensures compliance with all rules, regulations, procedures and policies for the intercollegiate athletics program as established by conference constitution and bylaws, the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).
4.	Plans, develops, coordinates, and implements fundraising activities and events for the athletic department and individual athletic teams.
5.	Assumes responsibility for the intercollegiate athletic 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.
6.	Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommends and administers policies, procedures and programs; participates in long-range planning activities.
7.	In collaboration with the Office of Admissions and Records, manages and monitors student athletic eligibility in accordance with state, conference, and District rules. Prepares and maintains all student athlete records; directs the gathering, reporting, and analysis of the student-athlete statistics.
8.	In consultation with appropriate staff, schedules and supervises the use of appropriate intercollegiate athletic facilities and recommends improvement of the physical plant as necessary.
9.	Ensures compliance with District, conference and state regulations with the recruitment and retention of student athletes. Establishes an atmosphere that promotes student success and integrates intercollegiate athletics into the broader educational mission of the District and maintains high standards of performance and ethical conduct for faculty, staff, and students.
10.	Directs and participates in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compiles intercollegiate athletic program statistics and reports as required.

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11.	Represents the District as an active member and participant at local, regional and state meetings; attends conference meetings for directors of athletics as required.
12.	Coordinates publicity and public relations activities for the intercollegiate athletics program. Directs and reviews intercollegiate athletics web page content, as well as the appropriate use of other electronic social networking platforms to promote NOCCCD Athletics.
13.	Plans, organizes, manages and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, objectives and performance measures consistent with the District's quality and service expectations.
14.	Provides day-to-day leadership and works with staff to ensure a high performance, customer service oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
15.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
16.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
17.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
18.	Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty and staff.
19.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Athletic Director maintains frequent contact with students, athletes, faculty, staff, management, the community, various departments and outside agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Master's degree from a regionally accredited institution.

At least one year of formal training, internship or leadership experience reasonably related to the assignment.

Demonstrated sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.

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Desirable Qualifications

Master's degree from an accredited institution in Physical Education, Exercise Science, Kinesiology, Athletic Administration or related field.

Minimum of three years of experience as a head coach or athletic administrator, preferably at the community college level.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the rules and regulations of the intercollegiate sports offered by the District.

Knowledge of the rules and policies of the NCAA, CCCAA and the COA which govern community college sports.

Knowledge of coaching techniques.

Knowledge of the philosophy, objectives, and functions of California community college system.

Knowledge of District organization, operations, policies and objectives.

Knowledge of principles of organization, management and employee supervision and training.

Knowledge of budget development and management.

Knowledge of state reporting systems and procedures.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to supervise, train and provide work direction to others.

Ability to establish and maintain effective working relationships with others.

Ability to use computer applications including database, spreadsheets and word processing.

SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

Office, community and athletic field environment; constant interruptions; contact with dissatisfied or abusive individuals; hearing and speaking to exchange information; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; lifting, moving and carrying boxes and other materials; may require off-site duties and activities.
