

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED  
CERTIFICATED ADMIN.**

**CLASS TITLE: DIRECTOR-ATHLETICS**

**SALARY TABLE: 30**

**SALARY RANGE: 160**

**BASIC FUNCTION:**

Under the direction of the Superintendent/President, the Director of Athletics will plan, organize, direct and manage the college's Intercollegiate Athletic Program; supervise academic and classified staff; assist in the administration of the assigned division with the development, oversight and operations of the academic programs related to athletics; and perform administrative support duties related to the operation of the athletic program.

**REPRESENTATIVE DUTIES:**

Plan, organize, direct and provide leadership for the programs and operations of the College's Intercollegiate Athletic Program (including cheerleading) within guidelines established by the District as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities.

Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget (District and Co-Curricular budgets); assist the Physical Education Department Chair with the development and management of the division budget and fundraising activities; participate in the forecast of funds; monitor and approve expenditures; requisition physical education instructional supplies and capital outlay; implement adjustments.

Participate in the selection, assignment, training, supervision and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff (including sexual harassment training), participate in the evaluation of classified and certificated staff and faculty per District policy.

Plan, direct and coordinate the work of assigned staff; review and evaluate work products, methods and procedures.

Serve as game manager; develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games (average two nights per week and often on weekends). Assign administrative supervision responsibilities to appropriate employee when unavailable and/or events require simultaneous supervisory responsibilities.

**November 2013**

**Ewing Consulting, Inc.**



In close collaboration with the SBCC Office of Admissions and Records, manage and monitor student athletic eligibility in accordance with state, conference, and district rules. Prepare and maintain all student athlete records, provide for the security and confidentiality of these records, and supervise the release of student information contained in these records. Direct the gathering, reporting, and analysis of the student-athlete statistics.

In consultation with appropriate staff, schedule and supervise the use of appropriate facilities, recommend improvement of the physical plant as necessary. Manage and monitor both indoor and outdoor facilities including coordination with maintenance, community service, local community agencies, and local school sport groups.

Ensure compliance with District, conference and state regulations with the recruitment and retention of student athletes. Establish an atmosphere that promotes student success and integrates athletics into the broader educational mission of the district and maintains high standards of performance and ethical conduct for faculty, staff, and students.

Assume responsibility for the Intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes. In consultation with appropriate staff, complete the annual Equity in Athletics Disclosure Act survey, self-study, and other compliance reports required by local, state, or federal agencies.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required.

Represent the District as an active member and participant at local, regional and state meetings; attend conference meetings for directors of athletics as required. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.

Provide administrative leadership in working with the Division faculty and staff in identifying and implementing plans to raise external funds to augment budgets for the district's athletic teams and facilities improvement projects; primary accountability for managing and monitoring Trust account income and expenditures. Work collaboratively with the Foundation for Santa Barbara City College with respect to fundraising efforts and activities.

Coordinate publicity and public relations activities for the athletic program. Direct and review athletic web page content, as well as the appropriate use of other electronic social networking platforms to promote SBCC Athletics. Direct and review work assignments of the Sports Information Specialist.

In consultation with appropriate staff, review and update the SBCC Coaches Manual; review CCCAA legislative proposals for their impact on SBCC Athletics; assign appropriate game management personnel for home athletic contests.

**EDUCATION AND EXPERIENCE:**

A Master's degree in any field related to athletics, recreation, private and/or public management, and/or leadership development. A minimum of four years of formal training, internship or experience related to intercollegiate athletics, including two years administrative experience.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operations, services and activities of an intercollegiate athletics program.  
Principles and practices of program development and administration.  
Methods and techniques of leadership and management.  
Pertinent federal, state and local laws, codes and regulations.  
District policies, procedures and current educational programs.  
Principles and practices of budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Oral and written communication skills.  
Public relations principles and techniques.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Develop, coordinate and manage programs and services to meet the District's goals and objectives.  
Select, supervise, train and evaluate staff.  
Identify and respond to sensitive organizational issues, concerns and needs.  
Research, analyze and evaluate new service delivery methods and techniques.  
Prepare and present comprehensive, effective oral and written reports.  
Prepare and administer an operational budget.  
Interpret, apply and explain applicable federal, state and district policies, laws and regulations related to assigned functions.  
Plan and organize multiple activities and tasks to meet schedules and time lines.  
Work successfully with District faculty, administrators and staff, as well as community representatives.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.  
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.  
Establish and maintain effective working relationships with those contacted in the course of work.

**OTHER DUTIES:**

Perform related duties as assigned.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, community and athletic field environment.

Constant interruptions.

Driving a vehicle during adverse weather conditions.

Contact with dissatisfied or abusive individuals.

**PHYSICAL ABILITIES:**

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.

**HAZARDS:**

Potential for exposure to bodily fluids and blood borne pathogens.