



Job Classification Description

DIRECTOR OF ATHLETICS/LSC VSC UP SUP BARGAINING UNIT

**Grade 14
EXEMPT**

BASIC FUNCTION

To direct and oversee all College intercollegiate athletics, intramural and club sport programs and athletic facilities use.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, monitor, coordinate, and evaluate, intercollegiate athletics, intramural and club sport programs, and other programs, services and functions of the Athletics Department, including operating policies, procedures and methods. Develop and modify programs, systems and facilities in accordance with institutional objectives and the needs of students and other College constituencies.
- Exercise full supervisory authority, directly and indirectly, of up to 20 full- and part-time Athletics coaches and other staff members, as well as a large staff of student assistants. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems, and the like.
- Plan, request and administer the operating and capital purchase budgets of all assigned functions.
- Direct or carry out the scheduling of games and events; team travel arrangements; equipment, supply and uniform purchases and maintenance; provision of officiating services; facilities preparation; and similar administrative tasks.
- Oversee sports information director/functions.
- Prepare schedules, rosters, eligibility forms, and other materials required by NCAA, as well as brochures and similar informational materials.
- Oversee, coordinate and carry out all NCAA compliance-related tasks.
- Oversee, coordinate and carry out the recruiting of student athletes.
- Ensure that proper safety procedures are adhered to by all department personnel and students.
- Direct various fundraising efforts. Coordinate athletic banquets and other special events. Represent and promote the athletics program at various public relations and fundraising functions.
- Confer regularly with Public Information, Development, Alumni, Admissions, Guest Relations, Physical Plant, Student Affairs, other College offices/personnel, and various student groups to plan, coordinate and evaluate programs/ activities, exchange information, resolve problems, and the like.
- Coordinate athletics field maintenance with Physical Plant staff.

- Serve on various College committees.
- Plan and administer appropriate department records systems.
- Prepare a variety of administrative/management/ and NCAA reports.
- Keep abreast of current developments in higher education athletics and intramural programs and facilities, including athletics association regulations and guidelines, and ensure compliance with the latter.

SUPERVISION RECEIVED

General direction is received from the Associate Dean for Student Affairs.

SUPERVISION EXERCISED

Supervision of 3 full-time staff, as well as coaches and student employees.

MINIMUM QUALIFICATIONS

Master's degree in physical education or other appropriate discipline, plus two to four years of relevant teaching, coaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad-based technical knowledge related to college athletics programs.
- Strong planning, organizational, administrative, budget, and personnel management skills.
- Ability to deal effectively with a wide range of individuals and groups within and outside of the College; good public speaking/public relations skills.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.