



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF ATHLETICS

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction and Student Services, the Athletics Director is responsible for planning, directing, and coordinating the intercollegiate athletic program and compliance of Title IX within the laws, policies, procedures and guidelines established by Palo Verde Community College, the Inland Empire Athletic Conference and the California Community College Athletic Association. The Athletic Director will administer, direct and supervise all aspects of the athletic programs as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance.

DUTIES AND RESPONSIBILITIES

1. Organizes and administers all the programs of intercollegiate competition in men's and women's sports.
2. Carry major responsibilities in recommending and implementing policies and procedures for the effective and efficient operation of the athletic program.
3. Communicate with a variety of community college personnel and others to coordinate program activities, provide guidance and direction and assist in other program-related issues.
4. Supervise athletic activities to ensure compliance with community college and related policies and procedures.
5. Direct, monitor, and review travel arrangements and official assignments and fundraising activities including community outreach.
6. Prepare, direct, and review home athletic contests and tournaments; supervise home contests; conduct various eligibility and staff meetings.
7. Understand and apply California Community College Athletics Association (CCCAA), Conference, and National Collegiate Athletic Association (NCAA) rules and federal gender equity requirements.
8. Supervise, direct and evaluate faculty and classified staff.
9. Develop and recommend athletic budgets, supervise expenditures, maintain fiscal controls, and manage area facilities, equipment and maintenance. Oversee and make recommendations for use of department facilities by outside users.
10. Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff.
11. Establish and maintains a positive and professional relationships with the internal and external community.

12. Direct the development of program goals and objectives; assure compliance with local, state, federal, and district guidelines.
13. Provide leadership in promoting the orientation, in-service education and professional development of the department coaches and staff.
14. Assist in interpreting College programs to the general public through community contacts and participation in community activities.
15. Provide leadership for the marketing of the athletic programs among students, faculty, staff, alumni, and the community.
16. Develop, assesses and updates the long range plan for Athletics (including personnel, programs and facilities) and participates in annual goal development and strategic planning as required.
17. Monitors and supervise the recruitment efforts of coach's and serve as the athletics liaison to enrollment and admissions programs which may include attending open houses and recruitment meetings.
18. Participate in local, regional and state activities to promote the Palo Verde Community College District and the community college movement.
19. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued student and participation in professional organizations.
20. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

College programs and curriculum, CCCAA and NCAA rules and regulations that govern intercollegiate competition, federal gender equity requirements, coaching techniques and procedures, sports administration, fundraising and public relations, recordkeeping techniques, budget development, programs geared at the academic achievement of student-athletes.

ABILITY TO:

Develop fundraising programs and strong relationships with the community, ability to work with academic and administrative departments in a cooperative manner, develop management and leadership in athletic department staff, manage student/faculty relations effectively. Work with student and community leaders to increase attendance and interest at home athletic events in an effort to create an enthusiastic environment at all contests, mentor and train new coaches in recruiting student athletes, preparing budgets, scheduling and College activities and resources.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's area of assignment.

3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid Class C driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 5 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.