

**ATHLETIC DIRECTOR****DEFINITION**

Under general administrative direction, provide the overall leadership and management of the intercollegiate athletics program and compliance of the Title IX within the laws, policies, procedures, and guidelines established by Modesto Junior College, the BIG 8 Conference, the California Community College Athletic Association (CCCAA), the California Community College Athletic Trainers Association (CCCATA), and the National Collegiate Athletic Association (NCAA). The Athletic Director will support and promote student equity, providing all student athletes with the access, support, and services needed to meet their educational goals.

**SUPERVISION RECEIVED AND EXERCISED**

The Athletic Director receives general administrative direction from a dean or executive manager.

**EXAMPLES OF DUTIES**

- Supervise, plan, develop and implement innovative programs for the intercollegiate athletic program
- Plan, organize, control and direct intercollegiate activities and the sports medicine center
- Assure continuity, equity, and compliance with all sports offerings, including preparation of appropriate national, state, and local reports related to athletics, including Equity in Athletics Disclosure Act, Title IX compliance and CCCAA Form R4, as well as any other related conference or college program reviews
- In alignment with policies and procedures of the MJC Foundation develop, coordinate, and implement an annual fund raising plan to support MJC Athletics
- Facilitate strategic planning processes in areas of responsibility and the preparation of the College educational master plan
- Provide administrative support to direct and evaluate employees in the area of responsibility.
- Plan, develop, coordinate, and implement fund-raising activities necessary to supplement general fund resources
- Participate in effective selection procedures to recommend athletic coaches, and staff in accordance with District and College policies and procedures
- Recommend for hire, supervise, and evaluate head coaches, assistant coaches, athletic training personnel, office staff, sports information specialists, or other personnel associated with athletics. Coordinate all personnel matters with the assigned dean, the Vice President of Student Services, the president, and the office of Human Resources
- Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, colleges, universities, and other entities
- Manage and coordinate all home and off-site athletics events, including the preparation of facilities, athletic training, equipment, officials, game personnel, and transportation for men and women intercollegiate athletics. (Example: trainers, announcers, timers, public address, ticket sellers, security, concessions, etc.)
- Plan, develop, and manage operational department budget allocations and monitor department expenses in a fiscally responsible manner
- Develop, allocate and monitor the general fund budgets associated with athletic teams. Assist coaches with budgetary compliance. Approve and direct the purchase of equipment, supplies, and materials related to athletic programs
- Integrate the role of intercollegiate athletics with the College mission and instructional programs by maintaining academically and ethically sound operations
- Confer and collaborate with instructional deans to schedule learning communities that support

success and completion for student Athletes

- In alignment with policies and procedures of the Public Relations Department, oversee Public Relations for Athletics. This includes acting as the primary media contact for Athletics. Develop and implement an effective marketing and promotions program, including advertisement solicitation and coordination of the production of sports program publicity materials
- Represent the College with the BIG 8 Conference, the California Community College Athletic Association, athletics programs to the community, service area high schools, and other organizations
- Conduct regular meetings and training to promote strict adherence to conference and State athletic rules, regulations, and codes
- Attend league and conference meetings; maintain currency of state and conference decisions, and effectively communicate decisions to the coaching staff
- Prepare local and state reports and coordinate program review
- Coordinate the activities and functions of intercollegiate athletics with the responsible educational administrator, Director of Facilities, and other College staff as appropriate
- Participate with appropriate booster groups, student groups, community groups, and college committees
- This position will include assignments at off-campus sites, days, and evening, or weekends
- Perform other duties as assigned

#### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment
- Work may require evening and weekend hours

#### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- The laws, rules, regulations, and codes associated with community college athletic programs
- The mission of comprehensive community colleges; teaching/learning strategies; and the evaluation of such strategies
- Principles of employer-employee relations
- Organizational, administrative, and financial management skills

#### **Ability to:**

- Develop, allocate, and monitor budgets associated with athletic programs
- Challenge and motivate staff
- Commit to participatory governance, consensus building, and a team approach to management.
- Supervise and evaluate personnel in compliance with respective collective bargaining agreements
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments

- Develop, coordinate and manage programs and services to meet Student need, the College mission, and the District's goals and objectives
- Identify and respond to sensitive organizational issues, concerns and needs
- Communicate effectively, both orally and in writing, with a wide range of constituencies.
- Utilize computers and other forms of advanced technology
- Commit to the mission of the California Community College
- Work as a part of a management team dedicated to collaboration and the College goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem-solving
- Facilitate the development of faculty leadership and provide leadership and support for innovation and creativity
- Understand the appropriate uses and encouragement of instructional and administrative technology
- Embrace and effectively work within a system of participatory governance
- Effectively work with academic, student services, occupational, developmental, and entrepreneurial programs in a multi-campus environment
- Facilitate change in a productive and positive manner
- Foster teamwork to establish consensus
- Prepare and administer grants
- Demonstrate understanding of contemporary issues in higher education
- Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled

#### **LICENSES AND CERTIFICATES:**

Possession of valid California Motor Vehicle Operator's License

#### **PHYSICAL AND MENTAL STANDARDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 50 pounds
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments

**EDUCATION AND EXPERIENCE:**

- Master's Degree from an accredited college, university, preferably in physical education, kinesiology, recreation, or athletic administration or equivalent
- Three to five years of full-time experience in teaching, athletics, and/or administration, including at least three years of leadership experience reasonably related to the administrative assignment or equivalent. Including teaching at a Community College
- Two years of recent experience directing, coordinating, and administering college, high school, or community sports programs
- Experience promoting athletic programs

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Class Adopted: 5/21/2014*

*Class Amended: 9/12/2019*