

TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, KAD EQUIPMENT & SERVICES	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE: Off Schedule Review April 2016		

JOB DESCRIPTION:

Under general direction, coordinates acquisition and tracking of departmental services, goods and equipment; ensures compliance with State policies and California Community College Athletic Association (CCCCAA) regulations; assists in planning and monitoring of department budget; prepares athletic facilities for competition, student-athlete orientations, and District and community events; provides technical support to faculty, staff and students. May serve as a lead worker to other classified staff within the department.

SCOPE:

The Coordinator, KAD Equipment and Services researches, evaluates and requisitions services, supplies and equipment; performs skilled work in the maintenance and repair of electrical, electronic and other equipment used in the Kinesiology, Athletics and Dance Department; and monitors multiple District and Foundation budgets; properly manages hazardous or bio-hazardous materials/waste; and verifies student-athlete eligibility.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Equipment Technician I by possession of a higher level of knowledge and experience with technology, budget development, purchasing practices and athletic equipment maintenance and repair. Employees in this classification initiate and oversee the bid/quote specifications for cluster-related services, supplies and equipment, with the added duties and responsibilities relating to procurement, budget development and inventory; and confirms eligibility status of student athletes.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the purchasing of athletic goods and fixed assets, in collaboration with Purchasing, including determining vendors, preparation and evaluation of quotes and bids, preparation of requisitions, and receipt of goods and materials; verifies appropriateness of budget codes and availability of funds.
2. Maintains inventory of supplies and equipment; prepares reports for licensing, replacement cycle and locations of assets.
3. Assists in determining department needs; tracks expenditures and completes budget cost analysis, expense projections and reports.
4. Confirms eligibility status of student-athletes, prior to issuing uniforms.
5. Issues and collects equipment and supplies; cleans/disinfects, inspects and repairs equipment.
6. Prepares and fits athletic uniforms, supplies, and equipment for intercollegiate teams.
7. Operates gymnasium lighting and bleachers, sound system equipment, public address systems, scoreboards, and media equipment.
8. Maintains integrity and safety of athletic equipment rooms.
9. Complies with CCCCCAA and National Collegiate Athletic Association (NCAA) requirements for student-athlete eligibility, athletic equipment maintenance, recruitment and annual online compliance rules examination.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Serves as a lead worker to other Classified staff in the area.
11. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform administrative duties including purchasing and inventory control functions; prepare and maintain records and reports; maintain computerized inventory system; perform skilled work in the operation, repair, maintenance, and adjustment of department equipment and athletic uniforms; learn and interpret District policies and procedures, NCAA and CCCAA rules and regulations; communicate effectively in English; follow and give oral and written directions; provide effective customer service; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Purchasing practices; standard office productivity software, including inventory control software and specialized systems; budget preparation and price solicitation, purchasing requisitions; equipment, materials, supplies, and terminology used in intercollegiate athletic programs, sports medicine, dance and Kinesiology-based activities and courses; basic equipment and apparel care, repair, and storage; principles, practices and environmental health and safety regulations to handle equipment and properly use and dispose of hazardous or biohazardous materials.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's Degree.

Experience:

Increasingly responsible experience maintaining athletic equipment and/or purchasing a variety of Kinesiology and athletics items and related services.

CERTIFICATIONS:

Athletic Equipment Manager's Association (AEMA) Certification is required.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely operate manual tools and power equipment common in the maintenance and repair of athletic and Kinesiology equipment and in the set-up and preparations of athletic facilities. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing industrial cleaning materials using personal protective safety measures. Position will require frequent travel and evening, weekend and/or holiday work. This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and a good driving record.