

**TITLE: Assistant Athletic Director**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 15**

**SCOPE OF POSITION:**

Under the direction of the Dean, Kinesiology, Athletics and Dance/Athletics Director, support the overall leadership and management of the Athletics Program; oversee game day and events management, fundraising/sponsorships and club sports. The Assistant Athletic Director will support and promote student equity, providing all student athletes with the access, and services needed to meet their educational goals.

**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. Serve as the on-site manager for home athletic events, complying with athletic conference and CCCAA event management standards; collaborate with Facilities, Custodial, District Police, Media Services and other District support units to successfully manage all aspects of assigned home events.
2. Provide supervision in the press box, official scoring table, ticket booth and snack bar at athletic events to maintain accuracy and integrity of game management staffing and to provide an impartial working environment.
3. Serve as a liaison between Club Sports and the district and oversee management of the Sport Clubs Program by advising clubs and coordinating all aspects of the program including budget, manual procedures, travel, home events, athletic trainer and risk management; develop and maintain all club sports manuals and bylaws; develop and present club sports reports; serve as Sport Clubs Supervisor during all related events including meetings, practices, games, and other events; schedule meet regularly with club coaches.
4. Assist in training new club teams, maintain and process club rosters; familiarize club teams with the Sport Clubs Officer Handbook and enforce Sport Club Organization guidelines and with the procedures required to complete club activities.
5. Supervise the reconciliation and processing of Club Sports payments, completion of all appropriate records, reports, and timesheets.
6. Oversee the operations of the equipment room and staff.
7. Coordinate 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; verify appropriateness of budget codes and availability of funds.
8. Collaborate with various internal and external partners to promote special campaigns and events for Athletics and to coordinate outreach and promotion.
9. Identify, develop, steward and expand philanthropic and/or revenue-based relationships/sponsorships in an athletics-based, higher education setting.
10. Assist with scheduling and operation of camps and clinics.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. Assist in coordination of the Hall of Fame, Annual Golf Tournament and other special events.
12. May supervise and train student and short-term, non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Game management; marketing and oversight of events;
2. California Community College Athletic Association and athletic programs and procedures;
3. Sports knowledge, rules and regulations along with statistical collection methodology;
4. Organizational and time management skills and ability to handle multiple tasks and meet deadlines.
5. Supervisory experience and the ability to collaborate, delegate, and empower staff.
6. Experience with facility/event scheduling.
7. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
8. Communicate effectively, both orally and in writing.
9. Basic budgeting and accounting skills.

**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:***

Bachelor's degree in sports administration, kinesiology, or a related field.

***Experience:***

2+ years of experience in a field related to athletics requiring detailed reporting, with at least 1 year of lead or supervisory experience.

**OTHER REQUIREMENTS:**

- Work may require evening and weekend hours.
- 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 an acceptable driving record.