

**TITLE: Coordinator, Kinesiology, Athletics & Dance (KAD) Equipment Services**

**CLASSIFICATION: Classified**

**SALARY GRADE: C10**

**SCOPE OF POSITION:**

Under general direction, coordinates equipment acquisitions and tracking of departmental services, goods, and equipment; ensures compliance with National Collegiate Athletic Association (NCAA), California Community College Athletic Association (CCCAA), as well as District policies and procedures. Assists in the planning and monitoring of department budgets. Prepares venues for events and orientations. Provides technical support to faculty, staff, and students. Serves as a lead worker to other classified staff within the department.

**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 KAD equipment, including determining vendors, evaluating quotes and bids, preparing requisitions, and recording receipt of materials.
2. Verifies budget codes and availability of funds. Initiates budget transfers. Tracks expenditures and completes budget cost analysis, expense projections, and reports.
3. Maintains inventory of supplies and equipment. Prepares reports regarding licensing, replacement cycles, and location of assets. Anticipates departmental needs for future expenditures. Prepares and purchases items to ensure availability through fiscal cycles.
4. Confirms the eligibility status of student-athletes prior to issuing competition gear. Informs coaches and athletic director of discrepancies.
5. Performs skilled work in the operation, repair, maintenance, and adjustment of department equipment and athletic uniforms.
6. Issues, collects, disinfects, and repairs equipment to ensure its readiness for future events. Stores appropriately to ensure longevity.
7. Provides assistance to visiting teams.
8. Operates and sets-up gymnasium lighting, bleachers, and electrical equipment, including public address system, scoreboard, and media equipment. Assists with concessions, crowd control, locker room management, post-game tear down, and facility security.
9. Maintains the safety and integrity of equipment room, locker rooms, and other KAD facilities. Informs Facilities Department of any repairs needed, severity of issues, and requested timelines for repairs. Works with District Police to ensure safety of facilities, students, and instructors.
10. Serves as a lead worker to other classified and short-term, non-continuing (STNC) employees.
11. May train and supervise student employees.

**KNOWLEDGE OF:**

1. Budget preparation and purchasing practices.
2. Inventory control software and systems.
3. Equipment, materials, supplies, and terminology used in intercollegiate athletic programs, sports medicine, dance, and kinesiology-based activities and courses.
4. Basic equipment and apparel care, repair, and storage.

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### **KNOWLEDGE OF – Continued**

5. Principles, practices, and environmental health and safety regulations to handle equipment and properly use and dispose of hazardous or biohazardous materials.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Prepare and maintain records and reports.
2. Maintain computerized inventory system.
3. Learn and interpret NCAA and CCCAA rules and regulations.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Associate degree in sports management, kinesiology, or a closely related field of study required.

### **EXPERIENCE:**

3+ years of increasingly responsible experience maintaining athletic equipment and/or purchasing a variety of kinesiology and athletics items and related services required.

### **OTHER REQUIREMENTS:**

- Current and valid Athletic Equipment Managers Association Certification required.
- Must be able to perform physical activities such as, but not limited to, lifting (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 an acceptable driving record.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*