Job Title: Director, Athletics

Reports to: Vice President, Educational & Student Services
FLSA Status: Exempt
Level: 215
Position Class:

Job Summary:
This position is responsible for administering and directing all aspects of the Athletic Department and related facilities. The Director of Athletics serves as the College’s principal representative in the field of intercollegiate athletics.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Provides College-wide administrative leadership, supervision, and coordination for the women’s and men’s intercollegiate athletic programs.

2. Supervises, mentors, and evaluates all intercollegiate athletic coaches and department staff.

3. Develops and monitors departmental budgets.

4. Ensures full compliance of all athletic programs with the Florida Community College Activities Association and the National Junior College Athletic Association rules and regulations; and ensures all equity issues are addressed in accordance with Title IX and the Florida Educational Equity Act.

5. Determines team player eligibility and approves all scholarship offers.

6. Develops, updates, and enforces policies, procedures and programming to reasonably ensure the reasonable supervision, safety, and security of all off-campus housing scholarship recipients.

7. Facilitates the Department’s Drug and Alcohol Education and Drug Testing Policy.
8. Recommends the acquisition and supervises the maintenance of all athletic departments equipment; develops safety policies and procedures where applicable.

9. Coordinates all transportation contracts and travel arrangements/itineraries for the intercollegiate athletic teams.

10. Directs and monitors arrangements for space, facilities, and personnel coverage for all athletic events including practice, games, and camps.

11. Plans, schedules, and monitors the use of all athletic buildings, grounds, and facilities for the intercollegiate athletic programs and community organization requests.

12. Collaborates with appropriate College personnel to ensure capital improvements and maintenance of all facilities utilized to support the intercollegiate athletic programs.

13. Coordinates and provides oversight to all liaison activities/functions between the Athletic department and faculty, administration, the Intercollegiate Athletic Committee, and the Student Activity Budget Review Committee.

14. Serves as Athletic Department’s official spokesman on matters of policy, news releases and public relations.

15. Promotes community relations and event attendance through publications, sports information, and public speaking engagements.

16. Establishes, in collaboration with the Foundation of State College of Florida, Manatee-Sarasota, Inc. and College officials, specific annual fundraising benchmarks that will be achieved by the Department of Athletics.

17. Services on a variety of College-wide committees.

18. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
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.

- **Education/Experience:**
  Master’s degree from an accredited university and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.
• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Working knowledge of College database, email, internet, spreadsheet, word processing, and statistical application software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervises Athletic Department staff. Develops and administers department’s budget. Handles funds from ticket sales and Booster/Camp collections, approximate amount $2,000. Responsible for uniforms, equipment for all sports, bus, laundry equipment, medical modalities, computers, weight/exercise equipment and sport facilities.

**Responsibility for Communication:**
• **Internal Contacts:**
  Routine contact with faculty, staff and students.

• **External Contacts:**
  Routine contact with vendors, opponents, recruits, parents and public.

**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.

Frequent exposure to wet or humid conditions (non-weather) and outdoor weather conditions. Occasional exposure to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and radiation and vibration. This position is exposed to loud noises.

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

While performing the duties of this job, the employee is routinely required to talk or hear, and lift up to 25 pounds. The employee is frequently required to stand, walk, sit, use manual dexterity, reach with hands and arms, and lift up to 100 pounds. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift more than 100 pounds. Vision requirements include the need for close, distance, color, peripheral vision, depth perception and ability to adjust focus.
**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**

This job description has been reviewed and approved by the leaders whose signatures appear below.

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