

Associate Director, Athletics
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Associate Director, Athletics is responsible to the Bakersfield College Athletic Director, and has broad accountability within the operations, for planning, directing and evaluating programs while maintaining quality and compliance within the Athletic Department.

Examples of Duties

1. Interpret and administer policy as regulated by the associated conferences and state organizations.
2. Assist in planning, implementation, and evaluation of short and long-range strategies, goals, and objectives related to assigned programs.
3. Provide leadership in generating staff development opportunities for support staff.
4. Promote adherence to ethical and moral standards of behavior established by District Board Policy, College and Intercollegiate Contest Regulations.
5. Provide assistance in recruitment, selection, orientation, and evaluation of support staff in assigned program(s).
6. Market the College and assigned programs to the College community and the general public.
7. Serve on College and District committees as appropriate.
8. Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs.
9. Assist in managing all athletics events, including the preparation of facilities, equipment, officials, and game personnel.
10. Assist in investigating and resolving complaints regarding violation of intercollegiate contest rules.
11. Performs other duties as assigned or required.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university, preferably in physical education, kinesiology, exercise science, recreation, or athletic administration.
- Three years of full-time experience in intercollegiate athletics, fundraising campaigns, contest management and program marketing.
- Three years of direct experience in the application of CCCAA, NJCAA, NAIA and NCAA Constitutions, Sports Guides and Rule books.
- Demonstrated sensitivity to and understanding of the diverse academic socioeconomic cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable Qualifications:

- Master's Degree strongly preferred in the area of physical education, kinesiology, exercise science, recreation, or athletic administration or related academic field.
- Intercollegiate sport management experience and sports fundraising leadership experience.
- Experience providing consultation & technical expertise in maintaining athletic sport information websites, contest scheduling software, and posting game intercollegiate sport highlights.

Knowledge and Abilities

Knowledge of:

- Applicable State and federal laws, codes, regulations, policies and procedures, which would include Title IX and CCCAA Articles and Bylaws.
- Compliance regulations and guidelines, including those associated with athletic eligibility, athlete certification, academic progress, medical verification, and all other requirements mandated by the CCCAA or similar athletic association.
- Principles of employer-employee relations.
- Computer operations/data processing systems.
- Accounting, budgeting and fiscal reporting.

Ability to:

- Exercise group leadership skills that emphasize collaboration, consensus building, problem-solving, and conflict resolution.

Knowledge and Abilities (continued)

- Effectively communicate both orally and in writing.
- Effectively utilize District Office and College staff to manage receipt and expenditure of funds from multiple budget accounts.
- Adhere to laws, policies, procedures, including the application of National Collegiate Athletic Association, California Community College Athletic Association, Western State Conference and affiliate Conferences regulations governing intercollegiate athletics and Title IX.
- Effectively and efficiently coordinate fundraising events.
- Engage with the community in activities that frequently occur on weekends and evenings while representing the College.
- Effectively interact with persons of diverse socioeconomic and ethnic backgrounds.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom-Less than 25 percent = 1

Often – 51-75 percent = 3

Occasional 25-50 percent = 2

Very Frequent – 76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an Educational Administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)