

**Athletic Director
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Reporting to the Vice President of Student Affairs, the Bakersfield College Athletic Director is responsible for leadership management, faculty and staff evaluation and administration of Bakersfield College's intercollegiate athletic program and ensures that all rules and regulations that govern the athletic programs are followed. This position requires a leader with considerable abilities in intercollegiate athletics administration; a keen sense of integrity, fair play, character, learning, balance, spirit and community. The Athletic Director represents the College administration at a variety of designated community activities and demonstrates an appreciation for the important role athletics plays in the greater Bakersfield community. The Athletic Director provides leadership to plan, organize, direct and control resources for all of the athletic programs and activities at Bakersfield College.

Examples of Duties

1. Administers all athletic department matters, including fiscal affairs, personnel, strategic planning, administrative responsibilities, facilities, public relations, and general operations.
2. Ensures that the Bakersfield College Department of Athletics has a highly competent and diverse coaching and administrative support staff consistent with the mission of Bakersfield College.
3. Administers all recruitment, evaluation and supervision of Coaches, Physical and Health Education faculty and athletic department classified personnel in accordance with KCCD Board Policy and collective bargaining agreements.
4. Facilitates and promotes compliance programming that adheres to the highest standards of integrity in all matters academic, financial, administrative and business; consistent with California Community College Athletic Association (3C2A) rules and regulations, in addition to Kern Community College District policies and procedures and state and federal laws and regulations, including Title IX.
5. Develops community partnerships and other collaborative relationships with business, industry, high schools, colleges, universities, and other entities as appropriate.

Example of Duties (continued)

6. Oversees all management, coordination, and supervision of home and off-site athletic events; including the preparation of facilities, equipment, officials, game personnel and transportation for men and women intercollegiate athletics (i.e. announcers, timers, public address, ticket sellers, security, concessions, etc.).
7. Facilitates and supports an environment that promotes student-athlete health and welfare and a commitment to strong values and academic success.
8. Maintains active participation in College, conference and 3C2A planning systems; as well as professional development opportunities.
9. Plans and develops fundraising and revenue development campaigns that comply with practices that govern Bakersfield College's Foundation and KCCD Policy.
10. Develops and engages the athletic department's advisory councils and the College's committee structures in relevant issues.
11. Provides continual leadership to sustain a strong commitment to an inclusive environment and diversity that serves the needs of student-athletes, coaches, staff and the public.
12. Provides maintenance and growth opportunities for community involvement, partnerships and service initiatives.
13. Represents Athletics and Bakersfield College to external constituents, furthering the College's administrative and public interests.
14. Performs other duties and responsibilities as appropriate to maintain a high-caliber athletic program.

Minimum Qualifications

- Master's Degree from an accredited College or University, preferably in Physical Education, Kinesiology, Exercise Science, Recreation or Athletic Administration.
- Five years of full-time experience in teaching, athletics and/or administration.
- Five years of experience in an administrative leadership position with experience in, or closely related to, administration of athletic departments.

Minimum Qualifications (continued)

- Direct experience in the application of 3C2A, NJCAA, NAIA and NCAA Constitutions, Sports Guides and Rule Books.
- A substantial and successful record of progressively increasing and relevant experience in Athletics and Athletic administration.
- Demonstrated sensitivity to an understanding of the diverse academic socioeconomic culture, ethnic and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- The mission of comprehensive community colleges; effective teaching and learning strategies; and the evaluation of such strategies.
- Mission of the California Community Colleges.
- Policies, practices and financial dexterity to establish, operate and manage budgets related to Athletic staff salaries, sports and facilities.
- Best practices in implementing effective monitoring and training programs for athletics personnel, intercollegiate game management, competition regulation compliance and procurement of sport supplies and equipment.
- Recruitment and evaluation of contract and adjunct faculty, classified staff, professional experts and volunteers.
- Fundraising models as a source of additional revenue to support College resources, including marketing and promotional strategies, to increase awareness and support for an athletic department or sports program.
- Compliance regulations and guidelines, including those associated with athletic eligibility, athlete certification, academic expectations, medical verification and all other requirements mandated by the 3C2A or similar athletic association.

Ability to:

- Organize a complex athletic department with multifaceted administrative systems.
- Work as part of a management team dedicated to collaboration and the College goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, problem-solving and conflict resolution.
- Effectively utilize District Office and College staff to manage receipt and expenditure of funds to and from multiple budget accounts.

Knowledge and Abilities (continued)

- Interpret and apply laws, regulations, policies and procedures, including the application of National Collegiate Athletic Association, California Commissions on Athletics and Western State Conference regulations governing intercollegiate athletics and Title IX.

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
Occasional—25-50 percent = 2

Often—51-75 percent = 3
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.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)