

Job Description

Position Title: Director of Athletics

Job Group: Athletics

Job Level Group: Director

FLSA Status: Exempt

Position Summary:

The Director of Athletics functions as the program lead and is responsible for directing strategic planning, administration, and coordination of the College's Athletics department ; providing leadership and direction; ensuring excellence in all aspects of the operation of the programs; ensuring the Athletics program aligns with district vision, mission and goals; and, directing and leading special projects and initiatives assigned. The director will work closely with community such as: schools, universities, and program supporters to determine appropriate efforts to operate the department. It is expected the director will be communicative and seek input from coaches and other staff.

Essential 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. Direct and coordinate the activities of assigned programs or services to include: planning, implementing, administering, and evaluating projects and services having impact throughout the College.
2. Establish and prioritize academic performance such as GPA, persistence, retention, and completion as the core goal for student athletes.
3. Supervise employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring coaches and staff are trained; and, making hiring, termination, and disciplinary recommendations.
4. Advise or respond to questions from other college departments, regarding complex issues or policies impacting assigned programs, services, or operations
5. Establish, monitor, evaluate, and improve processes, procedures, and/or standards, ensuring alignment with the College mission, values, goals, objectives, initiatives, and local, state, and federal laws and regulations
6. Address student, coach, staff, and faculty complaints
7. Facilitate departmental meetings and training with full-time, part-time, and volunteer coaches as needed
8. Coordinate campus and community outreach events to promote programs, working with Advising, Counseling, Student Life, Financial Aid, Center for International Education and Global Engagement for recruitment of athletes, and other PCC departments

9. Administer functional contract proposals and committees; manage the selection and deployment of contracts
10. Direct and supervise the collection of technical data and the preparation of a variety of complex reports, statements, and communications impacting employees, programs, grants, and service providers or vendors providing analysis and recommendations
11. Develop, administer, and monitor budgets; implement and allocate resources following budget approval;
12. Approve expenditures
13. Evaluate and communicate the impact of potential legal or regulatory changes affecting the College
14. Develop, plan, implement, and monitor progress of the Aztec Athletics Strategic Plan
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices.
2. Knowledge and application of various instructional methodologies.
3. Skill in people leadership and supervision.
4. Skill in effective communication (both written and oral).
5. Skill in independent decision making.
6. Skill in positive productive, and flexible customer service.
7. Skill in budget/resource management.
8. Ability to develop and maintain effective and positive working relationships.
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Supervises work of other employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related area required
 - Master's degree related field of study preferred.
 - Three (3) to five (5) years of related experience required.
 - Five (5) to eight (8) years of related experience preferred.
 - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required