

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR OF FOOTBALL OPERATIONS

ACADEMIC MANAGEMENT CLASS SPECIFICATION

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

MANAGEMENT RESPONSIBILITY

The Director of Football Operations is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management committees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Director of Football Operations shall:

1. Administer, direct and supervise all aspects of the program(s) as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance; assist with game supervision and management of home athletic contests.
2. Recommend for hire, supervise, and evaluate head coaches, assistant coaches, or other faculty and staff associated with the program.
3. Work with the Athletic Director to develop short and long-range planning for the overall student success initiative, including student academic progress, matriculation, and degree completion and transfer; and for the success of the Chabot College athletic program at the local and state levels.
4. Oversee outreach and student recruitment for the program(s), including planning and coordinating student recruiting visits and coordinating the recruiting database and notification system.
5. Develop, allocate, and monitor the program budget and ensure budgetary compliance; approve and direct the purchase of equipment, supplies, and materials connected with the sport program.
6. Assist the Athletic Director with the overall fundraising/sponsorship initiatives, including the Hall of Fame banquet and the annual fundraisers and other activities as related.
7. Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile sport program statistics and reports as required.
8. Assist the Athletic Director in ensuring continuity, equity and compliance within the program; remain current on all new legislation impacting the program and keep program faculty and staff informed.
9. Establish and maintain an environment conducive to the welfare and academic success of the student-athlete that fosters collaboration with students, faculty, staff, administrators, alumni, and the public; participate in and represent the Athletic Department at community events as directed.

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Director of Football Operations (Continued)***

10. Support the Kinesiology Department by ensuring the sport program's academic compliance, curriculum development and the assessment of student learning outcomes.
11. Be involved in the strategic planning of the program, Department and Academic Services.
12. Also, be an active participant in the functions and programs of Academic Services and College
13. Develop and execute fundraising efforts to augment the operations of the Football budgets.
14. Be an active participant in the community in promoting the program, Department and College.
15. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Applicable laws, codes, regulations, policies, and procedures, including California Community College Athletics Association (3C2A) bylaws and regulations and Title IX.
2. Operations, services and activities of an intercollegiate sport program.
3. Methods and techniques of leadership and management.
4. Public relations principles and techniques.
5. Interpersonal skills, using tact, patience, and courtesy.
6. Educational and tutorial programs.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision, and training.
10. Operation of a computer and assigned software.
11. Facility maintenance, use, planning and safety regulations.

Ability to:

1. Plan, organize, control and direct intercollegiate sport program activities.
2. Supervise the performance of assigned personnel.
3. Serve as a liaison between administrators, personnel, students, and outside agencies.
Communicate effectively both orally and in writing. Interpret, apply, and explain rules, regulations, policies, and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Meet schedules and Timelines.
8. Work independently with little direction.
9. Plan and organize work.
10. Prepare comprehensive narrative and statistical reports.
11. Ability to analyze and assess programs, policies, operational needs and make appropriate adjustments.
12. Develop, coordinate and manage programs and services to meet the District's goals and objectives.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

MINIMUM EDUCATION & EXPERIENCE:

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Master's Degree in any field from an accredited institution of higher education.

Experience:

Four years of related experience in student activities, event management or activities and program coordination, preferably in an institution of higher education, including at least 2 years of related management level experience. Experience working with college students.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in a standard office setting with limited travel to attend meetings and conferences.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and/or outdoor setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to various locations; and to verbally communicate to exchange information.

APPOINTMENT

The Director of Football Operations shall be selected by the Governing Board upon the nomination of the College President and the District Chancellor.

NOTE

This class specification is not necessarily all-inclusive in terms of work detail.