

DIRECTOR, ATHLETICS SPECIAL EVENTS

DEFINITION

Under administrative direction of the Dean, Kinesiology, Athletics and Dance/Athletics Director, the position plans, organizes, manages, and provides direction and oversight for all functions and activities of the Mt. SAC Athletics Special Events, including procurement, development, and implementation of these events and activities through contract or on-campus requests; coordinates assigned activities with other College departments, staff, and outside agencies. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Kinesiology, Athletics and Dance/Athletic Director. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management level classification that oversees, directs, and participates in all activities of the Athletics Special Events, including short- and long-term planning and development and administration of policies, procedures, and services. This classification provides assistance to the Dean, Kinesiology, Athletics and Dance/Athletic Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the program with those of other departments and outside agencies, managing, overseeing the complex, and varied functions of the special events and programs. The incumbent is accountable for accomplishing programmatic planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes direct management responsibility for all athletics special events programming, services, and activities, including oversight of campus, and off campus contracts for athletic special events.
2. Assists with athletics post conference event programming and coordination.
3. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the athletic special events program; recommends, within College policy, appropriate budget, service, and staffing levels.
4. Manages and participates in the development and administration of the athletic special events program's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of expenditures; recommends and implements adjustments as necessary.
5. Participates in the selection of program personnel; trains, motivates, and directs those program personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
6. Contributes to the overall quality of the program's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
7. Develops and implements marketing strategies to promote programs.

8. Develops, implements, and evaluates programmatic effectiveness.
9. Seeks and develops new off-campus opportunities; delivers and evaluates operations, and activities.
10. Plans, implements, and coordinates all aspects of athletic special events.
11. Coordinates with information technology in development, implementation, and upgrade of application systems within the program and operations.
12. Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
13. Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to community outreach and event bidding.
14. Attends and participates in professional group meetings and various College committees and advisory groups; stays abreast of new trends and innovations in the field of athletic special events and other programs and services as they relate to the area of assignment.
15. Collaborates and communicates with other College departments and staff and community agencies to develop and implement effective athletic special events.
16. Maintains and directs the maintenance of working and official programmatic files.
17. Monitors changes in laws, regulations, and technology that may affect College or programmatic operations; implements policy and procedural changes as required.
18. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Kinesiology, Athletics and Dance.
19. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
20. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assist in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
21. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
22. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
2. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Principles, practices, and techniques of athletics special events.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to College programming, services, and operations.
6. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
7. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
8. Modern office practices, methods, and computer equipment and applications.
9. English usage, spelling, vocabulary, grammar, and punctuation.

10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
2. Provide administrative and professional leadership and direction for the program and the College.
3. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
4. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
5. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Effectively administer a variety of contract and campus programs, services, and activities.
8. Effectively represent the College and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Conduct complex projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
11. Establish and maintain a variety of filing, record keeping, and tracking systems.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Operate modern office equipment including computer equipment and specialized software applications programs.
14. Use English effectively to communicate in person, over the telephone, and in writing.
15. Understand scope of authority in making independent decisions.
16. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in in physical education, business, management, or a related field and five (5) years increasingly responsible experience working with athletics event management, marketing, sports management, or similar programs.

Preferred Qualifications:

Master's degree from a regionally accredited college or university with coursework in physical education, business, management, or a related field.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.