

DIRECTOR, ATHLETICS SPECIAL EVENTS – ~~M17~~ M14

DEFINITION

Under administrative direction of **the Dean, Kinesiology, Athletics & Dance/Athletics Director**, the position plans, organizes, manages, 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 District departments, staff, and outside agencies; ~~provides highly responsible and complex professional assistance to the Dean, Kinesiology, Athletics and Dance in the areas of expertise.~~

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 Program Director 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 class 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 District 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, outside agencies and managing and 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 District goals and objectives within general policy guidelines. ~~This class is distinguished from the Dean, Kinesiology, Athletics and Dance in that the latter has overall management responsibility for all of the functions, programs, and activities, for accomplishing division planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.~~

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes ~~full~~ **direct** management responsibility for all athletics special events programming, services, and activities, including **oversight of** campus, and off campus contracts for **athletic special events**.
- Assists with athletics post conference event programming and coordination.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the **athletic special events** program; ~~establishes~~ **recommends**, within District policy, appropriate budget, service, and staffing levels.
- 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 ~~and approves~~ expenditures; ~~directs~~ **recommends** and implements adjustments as necessary.
- Participates in the selection of program personnel; ~~Selects~~, 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.
- Contributes to the overall quality of the program's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District 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.

- Develops and implements marketing strategies to promote programs.
- Develops, implements, and evaluates programmatic effectiveness.
- Seeks and develops new off-campus opportunities; delivers and evaluates operations, and activities.
- Plans, implements, and coordinates all aspects of athletic special events.
- Coordinates with information technology in development, implementation, and upgrade of application systems within the program and operations.
- Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Advises, provides guidance, and prepares and delivers presentations on issues and programs pertaining to community outreach and event bidding.
- Attends and participates in professional group meetings and various District 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.
- Collaborates and communicates with other District departments and staff and community agencies to develop and implement effective athletic special events.
- Maintains and directs the maintenance of working and official programmatic files.
- Monitors changes in laws, regulations, and technology that may affect District or programmatic operations; implements policy and procedural changes as required.
- 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.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and techniques of athletics special events.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to district programming, services, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
 - Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative

organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the program and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of contract and campus programs, services, and activities.
- Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- 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 which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

~~Master's~~ **Bachelor's** degree from a regionally accredited college or university with coursework in physical education, business or management, or a related field and five (5) years increasingly responsible experience working with athletics event management, marketing, sports management, or similar programs.

Desired Education: Master's degree from a regionally accredited college or university with coursework in physical education, business or 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 District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.