



Job Title: Athletics Director

CLASSIFICATION DESCRIPTION

Department: Athletics

Pay Grade: 114

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for overall direction of the Athletics Department for the College's intercollegiate set of programs, including: planning, leading, coordinating, and evaluating all assigned athletic programs and functions; ensuring athletes meet academic standards; and educating athletes about additional education, career, scholarship, and financial aid opportunities. Duties include: serving as the public face of the Department; maintaining a positive public image; overseeing the recruiting, training, and scheduling; and monitoring academic progress, budgeting, fundraising; and sports promotion for the College.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Oversees the College's intercollegiate and other athletic programs; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Provides oversight for the assigned College's intercollegiate and other athletic programs, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and/or standards.
- Manages and coordinates staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Instructs student athletes on specific sporting skills on an individual and/or team basis, both on the practice field and in the classroom, which includes: determining most appropriate teaching method; providing athletes with adequate information on workouts, cross training, collegiate regulation compliance issues, and other applicable items; facilitating drills; reviewing videos; evaluating performance; and performing related duties.
- Recruits student athletes and determines the academic probability of a student's success by evaluating academic credentials, performance, and personality; offers scholarships to student athletes when probability of success meets specified criteria.
- Keeps individual and team statistics and records as required.

Prepared: February 2023

- Responsible for maintaining appropriate team conduct.
- Engages in public relations and community outreach activities, including sponsorship and fundraising activities, which includes: participating in community sporting activities; soliciting funds and sponsorships from local businesses, alumni, and community members; and performing related activities.
- Monitors an assigned budget; manages financial expenditures for assigned athletic program.
- Serves the College through any of the following: committee membership; curriculum development; development of innovative instruction; sponsorship of student organizations; representation of the College in professionally related community activities; and special projects.
- Supports College extracurricular functions.
- Maintains currency in teaching field(s) through professional development and scholarly activities.
- Ensures compliance with all required FCCAA and NJCAA rules and regulations and attends meetings of the FCSAA and the region 8 NJCAA athletic directors; responsible for federal and state reporting requirements; serves as the Compliance Officer and handles paperwork requested by other institutions; participates in the hiring, evaluating, and supervising of coaches/staff; oversees athletic promotions and fund raising; makes decisions regarding eligibility and discipline using College, NJCAA, and FCSAA guidelines; and ensures that rules, regulations, and policies are adhered to.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree (Master's degree preferred); seven (7) years of successful experience in professional, college, and/or high school coaching in area of responsibility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Budgeting principles;
- Public relations principles;
- Considerable knowledge of the type of sport assigned;
- Managerial principles;
- Athletic principles;
- Sporting skills in and specific rules of games including in program;
- Principles associated with nutrition, training, biomechanics, and body types;
- Instructional methods;
- Collegiate athletics rules, regulations, and requirements; and
- Computers and related software applications.

Skills in:

- Leading others;
- Instructing student athletes on skills and strategies in assigned athletic area;
- Evaluating athletic facilities for safety and maintenance requirements;
- Evaluating athlete strengths and weaknesses;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to

- Mentor others;
- Coach and lead a team;
- Monitor and evaluate the work of employees;
- Prioritize and assign work;
- Apply College rules, regulations, and requirements; and
- Implement public relations initiatives.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	

Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>
--	--	---	----------

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. Work may require some travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be exposed to blood and other bodily fluids as well as extreme temperatures.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.