

Position: Athletics Specialist	Salary Grade: 19
Department: Athletics	FLSA: Non-exempt

### **Summary**

Under the direction of an assigned supervisor, performs a variety of duties in the service of student-athletes involved in intercollegiate athletics, such as, coordinating, directing, implementing the programs and service provided by the department, and performing other related duties as may be required in the operation of athletics.

### **Essential Duties and Responsibilities**

- Monitor and oversee California Community Colleges Athletic Association (CCCAA) compliance for intercollegiate athletics, including certifying and monitoring athletic eligibility .
- In collaboration with coaches and trainer, gather documentation and submit insurance claims for intercollegiate competition .
- Assist coaches in the organization of special events, awards and meetings.
- Maintain lists and files as directed, including athletes' class schedules, team records, alumni names and addresses, hall of fame members and insurance claims.
- Assist in the processing of athletic department volunteers in accordance with district policies and procedures and CCCAA bylaws .
- Assist and implement CCCAA rules education for athletic department .
- Research and provide interpretation of conference, state and national rules as they relate to athletic eligibility.
- Maintain currency of knowledge in district policies and procedures as well as conference, state and CCCAA bylaws.
- Assist with the onboarding of student athletes in areas such as, orientation, eligibility and program compliance.
- Provide assistance to the athletic director in the coverage of various athletic events within the athletic department .
- Assist with game management along with management of officials, scheduling and payment.
- Maintain and record account expenditures and maintain budgetary ledgers, including lodging, insurance claims, fund-raising events, publicity, ticket sales and regional and state championship competition .
- Assist with on and off campus athletic events by arranging for facilities and transportation for other personnel as required, including scheduling of vans, cars, buses, drivers and airline reservations.
- In coordination with the Public Information Office, maintains and updates the Athletics website by utilizing web applications to maintain and post a wide range of athletic information, including press releases, game stories, feature stories, scores, photos and statistics. May also assist in maintaining external athletics pages.
- Assist with health and safety sanitizing, disinfecting, and cleaning needed for the athletics facilities and fields. Maintain health and safety related protocols; social distancing, temperature checks, providing hand sanitizer, providing facemask, testing, etc.
- Assist supervisor in the organization and management of all athletic equipment. Assist supervisor in the instruction of proper use and care of instructional equipment.

- Maintain accurate records of equipment use by students; maintain student files on the checking-in and checking-out of equipment.
- Monitor equipment storage area for safety and report student safety issues to the supervisor. Communicate with custodial staff as to the cleanliness of student work area.
- Order and distribute supplies and equipment; maintain accurate inventory of supplies and equipment assigned to department or program. Issue and receive instructional supplies and equipment. Research and compile data for reconditioning and replacement of supplies and equipment.
- Perform a variety of duties for away games, including packing, loading and transport of supplies and equipment. Assist supervisor with equipment issues during all home and away games.
- Participates in hiring and providing training and work guidance to students working with physical education and athletic equipment and supplies; ensures adherence to safe work practices and procedures.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires:

- Applicable sections of State Education Code and other applicable laws.
  - Constitution and Bylaws by the CCCAA, California residency requirements and policies.
  - Course analysis and evaluation techniques.
  - Rules, policies and regulations related to assigned area.
  - District policies related to student record confidentiality.
  - District organization, operations, policies and objectives.
  - Interpersonal skills using tact, patience and courtesy.
  - Standard web applications applicable to areas of assigned responsibility.
  - Equipment and supplies used in a variety of sports depending on assignment.
  - Proper methods of storing athletic equipment, materials, and supplies.
  - Proper setup of athletic equipment and playing areas.
  - Methods of cleaning, maintaining, adjusting, and repairing athletic uniforms and equipment.
  - Basic health and safety regulations and appropriate precautions and procedures.
  - Principles and procedures of record keeping.
  - Oral and written communication skills.
  - Basic mathematical principles.
  - Occupational hazards and standard safety practices.
- **Abilities**
  - Function effectively in a setting with deadlines, heavy workload and constant interruptions.
  - Analyze and evaluate academic student records from BCC and other colleges for athletic eligibility.
  - Perform specialized clerical duties related to student-athletic eligibility and compliance.
  - Read and accurately analyze course descriptions and college transcripts for athletic eligibility.
  - Explain, apply and interpret rules, regulations and Bylaws regarding CCCAA sanctioned sports.
  - Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.

- Use a high degree of tact diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.
- Must be able to learn, interpret, explain and apply knowledge of the CCCAA, College District and department rules, regulations, services, and functions, in order to alleviate others of a variety of administrative details.
- Required to take and pass the online Athletic Eligibility Compliance Exam annually through CCCAA (by 80% or better.)
- Maintain and perform minor adjustments and repairs to athletic and physical education equipment and clothing.
- Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures using good judgment.
- Maintain accurate and complete records and files
- Set up, repair, and maintain a variety of athletic and physical education equipment.
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- Operate and use assigned equipment.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- **Education and Experience**

Completion of two years of college, which include four semesters of related physical education course work. Experience may be substituted for the required two years of college. One year of college and one year of athletic programs experience working with athletic programs preferred.

Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students and staff.

**Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

- This position is a full-time, 12-month position rated at Range 19 on the Classified Salary Schedule. Indoor and outdoor work environment. Drive a vehicle to conduct work.
- Evening or variable hours. Seasonal heat and cold or adverse weather conditions.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Board approved: April 19, 2023