



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ATHLETIC OPERATIONS SPECIALIST

RANGE 30

SUMMARY:

Under the direction of an assigned supervisor, and in coordination with the department director or designee, perform a variety of responsible administrative and accounting duties independently in support of the Athletics Department: train and provide work direction to others.

ESSENTIAL FUNCTIONS:

Organize and manage day-to-day activities of the Athletic Office to assure effective office operations. Coordinate communication with staff, officials, event managers, and students.

Provide information and assist the director and student athletes to ensure compliance with the CCCAA, California Community College Athletic Association, California Commission on Athletics (COA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations.

Greet office visitors and initiate and answer telephone calls, screen and direct calls and visitors to appropriate personnel, take messages as necessary.

Perform data entry, generating reports from data stored on various student recordkeeping and administrative databases and other data maintenance procedures appropriate for assigned area; posting records, researching, compiling, recording and tracking information from a variety of sources.

Respond to requests for information from students, staff, other educational facilities and the general public regarding district programs, policies, procedures, schedules, and regulations.

Schedule meeting, conferences and appointments for staff and assigned administrator, arrange travel accommodations for staff and teams as needed.

Produce programs, brochures, flyers, booklets and other informational materials for athletes, coaches and events.

Prepare and maintain correspondence, memoranda, reports, requisitions, forms, and other materials; proofread and edit written materials to assure accuracy and completeness. Prepare letters that include confidential information regarding student-athletes.

Provide information, coordinate activities and resolve problems between administrator, staff, students and the public. Coordinate communication and activities with other educational institutions, vendors, outside organizations and the public.

Answer questions regarding rules, regulations, policies and procedures and provide specialized information and assistance to students, athletes, coaches, instructors and other internal or external contacts.

Order uniforms, equipment and athletic supplies; maintain adequate office supplies as assigned;

prepare and type requisitions and other departmental forms according to established procedures; receive and store supplies, materials and equipment; maintain inventories, assuring that adequate quantities are available for use; maintain budget records for assigned area as required. Assist with inventory control for athletic teams, keep records on athletic holds, prepare customized inventory cards for teams at the start of each season.

Using an integrated computer system as authorized by a program administrator, prepare and monitor budget activities and expenditures for various programs; assist with budget transfers, trust fund deposits, track departmental expenditures, and compile information and data from records and files for reports as required.

Coordinate communication and team travel activities with other educational institutions, vendors, and other outside organizations.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Maintain department office equipment, keep leases and warranty information up to date.

Duplicate various materials; package, distribute or file completed copies as required.

Maintain currency of qualifications for area of assignment.

SECONDARY FUNCTIONS:

Receive, sort and distribute incoming mail; mail informational materials, correspondence and other materials.

Provide work direction and guidance to student workers or other part-time support personnel as assigned.

Provide game management assistance as needed.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Policies and rules of assigned department.

Modern office practices, procedures and equipment, including telephone techniques and etiquette.

Recordkeeping techniques and budget monitoring.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Public relations techniques.

ABILITY TO:

Learn the policies, procedures, activities and programs of assigned area, including regulations

associated with CCCAA California Community College Athletic Association, California Commission on Athletics (COA), and the National Collegiate Athletic Association (NCAA).

Perform mathematical computations quickly and accurately.

Understand and follow oral and written directions.

Maintain records and files including financial records.

Communicate effectively both orally and in writing.

Work independently with little direction; meet schedules and time lines; plan and organize work.

Operate a personal computer including various software packages to enter and retrieve data using keyboarding skills in an efficient and effective manner consistent with requirements of the position.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Use computers in layout and design of publications, flyers, brochures, etc. as required.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Public relations techniques.

Ability to take minutes and for department meetings efficiently and effectively.

Ability to respond quickly to unforeseen circumstances.

EDUCATION:

Graduation from high school or equivalent supplemented by formal training in business office technologies.

EXPERIENCE:

Responsible clerical experience including some public contact.

Knowledge of basic accounting.

Knowledge of preparing Government forms. (Title 9).

WORKING CONDITIONS:

High traffic area with staff and students.

Typical office environment in a competitive sports setting.