

District Director, Athletic Programs (Range HA3/JTC HAV) – Exempt

GENERAL SUMMARY:

Provides administrative responsibility for the overall direction of the athletic programs within the DCCCD, including operation and budget development. The duties must be conducted within the rules, guidelines and philosophy of the Metro Athletic Conference (M.A.C.) and National Junior College Athletic Association (NJCAA), Division III.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher (Master's degree preferred) plus three years of high school, collegiate or high level club team coaching experience. Previous knowledge of the M.A.C. preferred. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Excellent oral and written communication skills to effectively interact with individuals and varying levels of DCCCD staff from diverse backgrounds. Must have the ability to provide quality customer service. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Revised: 1/2017 - emm

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