



# El Camino College

## Director of Athletics



### BASIC FUNCTION

Under the direction of the Dean of Health, Sciences & Athletics and the Vice President of Academic Affairs, the Director of Athletics will plan, organize, direct and manage the college’s Intercollegiate Athletic Program; supervise academic and classified staff; assist in the administration of the assigned division with the development, oversight and operations of the academic programs related to athletics; and perform administrative support duties related to the operation of the athletic program.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

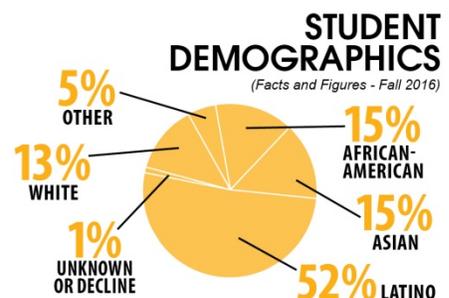
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

El Camino College makes a positive difference in people’s lives. We provide excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



## DIRECTOR OF ATHLETICS

**Division:** Health Sciences & Athletics

**Posting Closing Date:** June 14, 2021

**Req:** A2021-024

**Location:** El Camino College

**Position Type:** Academic Administrator

### REPRESENTATIVE DUTIES

Plan, organize, direct, and provide leadership for the programs and operations of the College's Intercollegiate Athletic Program with the guidelines established by the District as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission and Athletics (CCCCAA).

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities.

Work directly with faculty and staff to develop and maintain academic programs, curriculum, and schedules within the department that support student athletes to achieve their personal goals.

Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget; assist the Dean of Health Sciences & Athletics with the development and management of the budget; participate in the forecast of funds; monitor and approve expenditures; requisition instructional supplies and capital outlay; implement adjustment.

Participate in the selection, assignment, training, and evaluation of assigned faculty and staff (i.e., head coaches, assistant coaches, athletic training personnel, athletic specialists, sports information specialists, other personnel associated with athletics). Supervise assigned personnel in accordance with District policy; provide or coordinate appropriate training and professional development for staff. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department. Review and evaluate work products, methods and procedures in collaboration with faculty and/or staff. Determine overall staffing needs, in consultation with supervisor, based on departmental goals and objectives.

Develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games.

Provide leadership for the District athletics programs; assist in student-athlete recruiting activities.

Act in the capacity of the Dean of Health Sciences & Athletics in their absence as assigned.

Assume responsibility for the Intercollegiate Athletic Program's compliance with pertinent rules and regulations as well as Equity in Athletics Disclosure Act (EADA), Title IX objectives. Conduct regular meetings and trainings to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes; interpret state and local legislation and athletic eligibility rules; assume responsibility for certification of athletic eligibility for all teams.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required. Maintain historical records of former student-athletes and athletic achievements.

Represent the District at local, regional and state meetings; attend athletic director and conference meetings as required. Maintain currency of state and conference decisions and effectively communicate decisions to coaching staff in a timely manner.

Coordinate publicity and Public Relations activities for the athletic program.

Oversee athletic banquets and fundraising efforts in coordination with athletic coaches.

Supervise and coordinate annual athletic fundraisers, such as the Athletic Hall of Fame and the annual golf tournament.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.

Manage all athletic trust accounts.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification of CSA status.

Perform other related duties and responsibilities as required.

## **JOB QUALIFICATIONS**

### Education and Experience:

Master's degree in any field related to athletics, recreation, private and/or public management, and/or leadership development. A minimum of one year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

Operations, services, and activities of an intercollegiate athletics program.

Principles and practices of program development and administration.

Methods and techniques of leadership and management.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Public relations, principles and techniques.

### Abilities/Skills:

Ability to listen and exchange information both verbally and in writing.

Ability to demonstrate tact, patience, and courteousness via interpersonal skills with others.

Manage, direct, and effectively lead a comprehensive intercollegiate athletics program.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Develop, coordinate, and manage programs and services that align with the District's goals and objectives.

Identify and respond to sensitive organizational issues, concerns, and needs.

Research, analyze, and evaluate new service delivery methods and techniques.

Prepare and present comprehensive, effective oral and written reports.

Prepare and administer an operational budget.

Interpret, apply and explain applicable Federal, State and District policies, laws and regulations related to assigned functions.

Plan and organize multiple activities and tasks to meet schedules and time lines.

Collaborate with faculty, administrators, staff, and community representatives.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.

Communicate effectively, both orally and in writing, demonstrating advanced writing skills.

Establish and maintain effective working relationships with those contacted in the course of work.

## WORKING CONDITIONS

### Environment:

Office, community, and athletic environment.  
Constant interruptions.  
Driving a vehicle, sometimes during adverse weather conditions.  
Contact with dissatisfied or upset individuals.

### Physical Abilities:

Sitting or standing for extended periods of time.  
Dexterity of hands and fingers to operate office equipment.  
Lifting, moving and carrying boxes and other materials.

**SALARY: \$109,524.00 Annually**

## CONDITIONS OF EMPLOYMENT

Full-time, twelve-month, academic administrative position subject to a probationary period. Working hours are Monday through Friday, 8:00 a.m. until 5:00 p.m., with some various weekend days and hours due to scheduled Athletic events. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

[https://elcamino.formstack.com/forms/reasonable\\_accommodation\\_requestform](https://elcamino.formstack.com/forms/reasonable_accommodation_requestform)

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online. If you need assistance, you may call (310) 660-3593 Ext. 5809 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

**Closing Date: Monday, June 14, 2021 at 3:00 p.m.**

## **BENEFITS**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

\*Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

## **INTERVIEW EXPENSES**

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

## **FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:**

**El Camino College**

**Human Resources**

Martha E. Lopez

310-660-3593, Ext. 5809

[melopez@elcamino.edu](mailto:melopez@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at [www.elcamino.edu/about/depts/police/cleryact/index.aspx](http://www.elcamino.edu/about/depts/police/cleryact/index.aspx). These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

### ***El Camino College is an Equal Opportunity Employer***

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*