

JUNE 2017
FLSA: EXEMPT
SALARY GRADE: P
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DIRECTOR, ATHLETIC COMPLIANCE

BASIC FUNCTION: Under the supervision of the Athletic Director, develops and disseminates policies concerning athletic compliance to students, staff, faculty and the community.

SUPERVISORY RESPONSIBILITIES: Provides supervision to assigned staff, students and short-term employees.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Manages, organizes, implements, and maintains a comprehensive, in-depth, and effective athletic compliance program for the college for assigned multiple athletic teams. Has responsibility for contributing to the design and substance of college's athletic compliance program for assigned athletic teams, program implementation, rules education/training, rules interpretation, and external representation. Researches and identifies trends and needs and establishes athletic program directions accordingly. Links program with relevant internal departments and organizations.
2. Participates in short- and long-range planning for athletic compliance program under the direction of the Athletic Director. Integrates plans for assigned athletic teams of responsibility with overall departmental strategies. Works closely with department management to plan and develop athletic compliance program objectives and content.
3. Develops, updates, and manages the dissemination, interpretation and application of athletic compliance rules, regulations, policies and procedures.
4. Serves as in-house consultant on athletic compliance issues. Provides internal and external communications expertise for athletic compliance matters. Serves as a resource for questions regarding application and interpretation of CCCAA, OEC, and SCFA athletic rules.
5. Professionally represents the College and College's Athletic Program at conference meetings, at California Community College Compliance Association (CCCCA) meetings and at other off-site venues.
6. Conducts investigations and documents possible and/or alleged CCCAA, OEC and SCFA rules and regulations violations. Analyzes and evaluates findings and reports results of such investigations to appropriate parties. Makes recommendations for corrective action, as appropriate.
7. Plans, manages and delivers athletic compliance training and education to all applicable student-athletes, prospective student-athletes, parents of student athletes, coaches, alumni, volunteers and third parties. Educates, motivates and explains CCCAA, OEC and SCFA compliance rules to specific target audiences.
8. Contributes to development of a communication plan for student-athletes, prospective student-athletes, parents of student-athletes, alumni, volunteers, coaches and other athletic department employees that promotes knowledge and builds awareness of university athletic compliance program and resources available. Maintains critical communication pathways to elicit feedback regarding athletic compliance program and implements changes to internal athletic compliance procedures. Promotes activities to raise awareness regarding CCCAA and OEC, and SCFA rules and regulations. Provides technical expertise to college staff members, student-athletes, parents of student-athletes, coaches and other athletic department staff members regarding compliance issues.

9. Maintains currency and ensures compliance with all college, CCCAA, OEC, and SCFA rules. Has responsibility for monitoring of required reporting with regard to all CCCAA, OEC, and SCFA rules including student-athlete eligibility, recruiting, orientation, amateurism, benefits, playing and practice sessions, and CARA for assigned athletic teams and personnel and to ensure all primary concerns, requirements and responsibilities are addressed. Analyzes and evaluates CCCAA, OEC, and SCFA changes to rules and regulations and determines impact to program operations. Makes recommendations regarding need to revise internal policies and procedures to ensure compliance with CCCAA, OEC, and SCFA changes to rules. Oversees and monitors assigned athletic teams to ensure compliance with any penalties and/or sanctions issued by the college, CCCAA, OEC, or SCFA.
10. Represents the Office of Athletic Compliance to student-athletes, prospective student-athletes, parents, alumni, volunteers, community and other constituencies. Attends CCCAA, OEC, and SCFA conference events and other professional meetings.
11. Maintains, schedules and tracks facility utilization, provides recommendations and pertinent data to assist with space planning activities, using reports from the room scheduling system and other sources. Assists Athletic Director in managing athletic facilities and develops/coordinates events and activities for the department.
12. Manages and secures program transportation. Reviews, schedules and makes changes for all program transportation dates. Reviews pre-inspection and trip logs for accuracy. Analyzes Department of Transportation regulations regarding driver hours, logs, in-state/out-of-state travel, and information regarding travel, maintenance, and repair needs.
13. Attends home sporting events (extemporaneous circumstances excluded) providing game management support to the Director of Athletics and is primarily responsible for compliance at said home events. Provides supervision to game workers and student assistance assigned.
14. Performs related duties as assigned.

LICENSES/CERTIFICATIONS: None.

EDUCATION AND EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Completion of a bachelor's degree from an accredited four-year college or university with major coursework in business, communications, English composition, psychology, public relations or a related field. Three to five years of proven success in the implementation/management of an athletic compliance program.

KNOWLEDGE OF:

- Budget preparation and control; fundraising practices and activities, goals and objectives of intercollegiate college athletic programs;
- Game management; running event and marketing events to both the public and college constituents;
- Modern office practices, procedures, methods and equipment, including computers and peripherals;
- Modern principles and practices of processing, monitoring, and enforcing eligibility and compliance of California Community College Athletic Association (CCCAA), conference, and athletic program procedures;
- Constitution & Bylaws pertaining to student athlete eligibility, compliance, recruiting, decorum, contests, seasons of sport, playing rules, awards, and recognition;
- Principles and procedures of record keeping, filing, and establishing and maintaining files and information retrieval systems;
- Principles, practices, and techniques of distributing information for state, conference, and athletic program communications;
- Risk management; and

- State mandated functions of California Community College Athletic Association Constitution, Bylaws, and Online Form 3 Eligibility system, including, but not limited to the correct processing and uploading of confidential student athlete information through the portal.

ABILITY TO:

- Allocate and deploy seasonal and part-time workers according to sound management principles;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Collect, compile, and analyze data;
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse constituencies within and outside of the College/District;
- Educate and train the College Athletic coaches, faculty, staff members, and student athletes on eligibility and compliance processes, requirements, and legislation;
- Demonstrate basic mathematical principles used in course unit and grade point calculations;
- Evaluate internal and external documents and records to certify eligibility of student athletes for participation in various contests and athletic events;
- Maintain effective working relationships with staff, students, media representatives, and the general public;
- Participate in scheduling and ensuring proper use of athletic facilities, equipment, and financial resources;
- Prepare a variety of qualitative and quantitative reports and records;
- Prepare and administer budgets;
- Promote current and future athletic events and activities;
- Relate effectively to people of varied academic, cultural and socioeconomic backgrounds using tact, diplomacy, and courtesy;
- Select, train, supervise, and evaluate assigned staff;
- Use Outlook, Excel, PowerPoint, and various forms of database and processing software;
- Use strong interpersonal skills, flexibility, attention to detail, and customer service;
- Work on multiple programs and activities simultaneously; and
- Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.

CONTACTS: Faculty, managers, staff, student-athletes, prospective student-athletes, parents, alumni, volunteers, community members, CCCAA, OEC, SCFA and other regulatory agencies.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.