

COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION
INTERNAL POSTING

POSITION TITLE: ATHLETIC DIRECTOR
DEPARTMENT: STUDENT AFFAIRS
REPORTS TO: VICE PRESIDENT CRAIG CAMPUS/STUDENT AFFAIRS
SUPERVISES: ATHLETIC DEPARTMENT PERSONNEL
FLSA: Exempt X Non-Exempt
DOCUMENT STATUS: New/Date: 02/02/2017 Revision # _____ Date:
TRAVEL: 1-2 DAYS PER WEEK
SICK LEAVE: ANNUAL LEAVE:
COLLEGE-WIDE X **CAMPUS:** RANGELY CRAIG

GENERAL SUMMARY

The Athletic Director oversees all aspects of the CNCC Athletic Program and is the principal advisor on all matters relating to student athletics, including ensuring compliance, with all applicable regulations within Region 18, SWAC, NJCAA, regulations and CNCC policies and procedures. This is a combined position and the successful candidate will be expected to complete the responsibilities of both the Athletic Director and their current position. This position requires flexible hours including evening and weekends.

PRIMARY DUTIES

1. Develop the overall strategic vision for the CNCC athletic department.
2. Recruit, hire, train, and supervise quality personnel within the athletic department to meet the goals and expectations of the program.
3. Develop strong professional relationships with athletic department personnel, college faculty/staff, and external constituents. Serve as the CNCC liaison to Region 18 SWAC.
4. Plan and organize, with coaching staff, conference and non-conference athletic schedules. Work in collaboration with college departments and personnel to establish facility schedules, transportation, and special events.
5. Develop and manage athletic department budgets and oversee fundraising efforts by individual teams.
6. Verify athletic reports, including eligibility, recruiting and scheduling to ensure full compliance with NJCAA rules and regulations. Complete required audits as appropriate.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Education and Training:** Graduation from an accredited college/university with a Bachelor's degree in related field. Three to five years of increasingly responsible professional experience which includes supervising staff, working with NJCAA regulations, and coaching.
2. **Prior Related Experience:** Working familiarity with the rules and regulations of the NJCAA.
3. **Licensure/Certification:** Must possess a valid Colorado driver's license or have the ability to obtain.
4. **Equipment Skills:** Knowledge of required equipment and operation for CNCC athletic teams.
5. **Other Qualifications:** Ability to communicate effectively, verbally and in writing. Ability to establish and maintain effective working relationships with all levels of college staff, college organizational units and departments, as well as units external to the organization. Ability to organize and manage work teams and work products effectively and efficiently. Ability to manage operational budget.

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Master's Degree in related field.
- 2. Prior Related Experience:** Thorough working knowledge of NJCAA rules and regulations.
- 3. Licensure/Certification:** Valid CDL.
- 4. Equipment Skills:**
- 5. Other Qualifications:**

To Apply:

Please submit the following application material to Human.Resources@cnc.edu:

- Resume
- One page synopsis that includes comments regarding your personnel management experience, budget management, and short and long term vision for the CNCC Athletic Department.
- Updated college transcripts and a listing of professional development you have participated in over the past two years.

This is an internal posting. Only internal candidates will be considered. The position will close on February 17, 2017, with interviews taking place the week of February 27, 2017.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot		X				
Climbing		X				
Balancing		X				
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity				X		
Pushing/Pulling			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.						
Lifting/Carrying		X				
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____