



**A. POSITION DATA**

Incumbent: Vacant/Recruitment EmplID: \_\_\_\_\_ Date: \_\_\_\_\_

Working Title: Executive Director of Intercollegiate Athletics Reports To Title: Vice President  
(Appropriate Administrator)

Department: Vice President Student Affairs

Division: Student Affairs College (if applicable): \_\_\_\_\_

Reason:  
 Vacant Position    Revision    Performance Evaluation    New Hire

Is this a new position? No

Classification Title: Administrator III Job Code: 3306 Identifier - M80

Position Number: 00000151 Level/Range/Grade: 1

Pay Plan:  10/12 month    11/12 month    12/12 month   Time Base: 1.00 Check box if Intermittent

**B. POSITION PURPOSE**

The Executive Director of Intercollegiate Athletics is responsible for the leadership, oversight and daily management of the Chico State competitive NCAA Division II intercollegiate Athletic program. Includes setting a vision for the program that aligns with campus values and priorities as well as the values and priorities of NCAA Division II.

Serve as the primary administrator for the Department of Intercollegiate Athletics. Duties include development and implementation of department policy and procedure; fiscal management of athletics operating budget; supervision of coaches and staff; provide leadership to program to keep program aligned with University mission and strategic plan; provide leadership to ensure that athletic program is following university, CSU, CCAA and NCAA policy and procedure; complete annual reporting locally and federally as required by policy; provide leadership and oversight of policy and practice to ensure that student-athlete welfare is a priority; oversee travel and coordination of logistics for teams traveling to championship tournaments.

**SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:**

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The person holding this position is considered a "General Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Department Chair /Program Director (all levels) CAT-02)

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

This position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.

### C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position have Supervisory Responsibility? Yes \_\_\_\_\_

List of Functional Category with Responsibilities:	% of Time	Priority Weight
--	-----------	-----------------

**FISCAL MANAGEMENT:**

- \* Develop and implement annual budget from three funding sources (state general fund, special athletic fee and auxiliary) allocate funds, approve expenditures per University and NCAA regulations.
- \*Oversee mandatory, annual NCAA Membership Financial Reporting and federal Equity in Athletics Disclosure Act reporting requirements.
- \* Oversee the athletic grant-in-aid process, including budget management, allocation of resources and compliance with policy.
- \* Coordinate and oversee all contracts/bids that relate to athletic department business.

30%	
-----	--

**PERSONNEL MANAGEMENT:**

- \* Direct supervision of Associate Director of Athletics, Head Coaches (to include sport coaches and Strength & Conditioning Coach), Student Athlete Success/NCAA Compliance Coordinator/Senior Woman Administrator, Athletics Communication staff, Athletics Administrative Support staff.
- \* Possess a working knowledge of collective bargaining agreements and management personnel plan.
- \* Coordinate and complete annual performance evaluations for all department staff.
- \* Ensure compliance with University, state and federal policy that relates to personnel management.
- \* Oversee recruitment and hiring of athletics personnel.

30%	
-----	--

**FUNDRAISING:**

- \* Work with Central Advancement team, Athletic Advancement Officer, appropriate campus leadership and athletics staff to develop short and long term fund raising and friend-raising strategies.
- \* Identify, qualify, cultivate, solicit and steward major gift and leadership gift prospects.

20%	
-----	--

**COMPLIANCE WITH CAL NOW CONSENT DECREE AND TITLE IX MANDATES:**

- \* Provide leadership and direction to ensure program is in compliance with Title IX.
- \* Serve as a Title IX Deputy.
- \* Comply with policy mandated by CSU policy relating to all mandates related to Title IX.
- \* Respond to Title IX inquiries and mandatory reporting.

10%	
-----	--

**PUBLIC/PROFESSIONAL REPRESENTATION/OTHER DUTIES:**

- \* Represent athletic department at relevant campus meetings and events, conference and national meetings, seminars and events.
- \* Represent campus as a member of the CCAA Executive Committee, serve as institutional liaison to CCAA special groups when necessary.
- \* Serve as institutional representative to NCAA Convention and on NCAA committees as required.
- \* Perform other duties as assigned by campus leadership.

10%	
-----	--

Total should equal 100% Time and 100 Weight	Total	100%	0
---	-------	------	---

### D. MANAGEMENT STANDARDS AND EXPECTATIONS

As a member of the management team, you are expected to meet the following standards:

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.

5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Standards and Expectations

## E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

### 1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

#### KNOWLEDGE:

Incumbent must possess:

- \* Effective supervisory practices and techniques, employee-employer relationships, and the management of a unit.

Working knowledge of:

- \* The principles of planning, managing, and directing committees and program related activities.
- \* Organizational development and administrative, personnel, and fiscal management.
- \* Working knowledge of university and system-wide infrastructure, policies and procedures.
- \* Fluency in the use of standard office equipment and computer software such as Microsoft Word, Excel, Outlook, Power Point and database management.

#### SKILLS:

Incumbent must possess:

- \* Evidence of leadership, planning and organizational skills.
- \* Strong interpersonal and team-building skills.

#### ABILITIES:

Incumbent must possess the ability to:

- \* Provide leadership in solving a wide range of problems and to develop practicable and thorough solutions, using effective communication and listening skills.
- \* Apply discretion with confidential and highly sensitive communications.
- \* Work with campus senior leadership and a broad range of internal and external audiences.
- \* Apply a variety of complex policies and procedures, and identify deviations from applicable policies.
- \* Research and apply CSU and campus policies and procedures.
- \* Handle multiple work priorities, organize and plan work projects.
- \* Write and verbally communicate clearly with awareness of the audience.
- \* Establish and maintain cooperative working relationships with a diverse population of faculty, staff, and students.
- \* Work collaboratively and collegiately with personnel at all levels and coordinate activities among them.
- \* Promote diversity related ideas and initiatives.
- \* Collect and analyze data/information, draw conclusions from the analysis and make recommendations.
- \* Travel for participation in system-wide meetings or other affiliated meetings.
- \* Motivate supervise, and delegate to staff.
- \* Successfully mediate solutions to parties in conflict.
- \* Set priorities and deadlines to ensure that projects are completed.

- \* Organize resources, especially staff, to meet program goals.
- \* Develop and maintain collaborative relationships with staff, faculty students, colleagues, alumni, community and media.
- \* Commitment to student welfare and academic success.
- \* Shared organizational value for integrity, openness, professional and ethical behavior.

**2. Education and/or Experience**

Master's Degree in relevant discipline, minimum of 5 years of athletic supervisory and/or management experience, minimum three years of demonstrated history/successful leadership and management within a NCAA athletic program. Knowledge and evidence of adherence to NCAA and federal rules.

**F. PHYSICAL REQUIREMENTS**

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings for meetings and events.

**G. WORK ENVIRONMENT**

This position involves frequent to constant interaction with students, parents, guests, faculty and staff. The office is a typical office environment with standard office equipment. This is a fast-paced environment requiring a flexible schedule. Early morning, evening or weekend hours may be required, as needed, including occasional travel.

**H. PREFERENCES - This section is for recruitment purposes only**

Please indicate what special skills, education or knowledge are preferred.

**I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only**

**APPROVAL**

*In Order of Approval*

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Classification/Compensation: \_\_\_\_\_ Date: \_\_\_\_\_