



## Job Description

**Job Title: Senior Manager – Athletic Programs**

**JTC: CQC**

**Salary Range: N06**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent customer service.

## 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 KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus two (2) to three (3) years of related experience. Current and valid driver's license required for off-site travel. Official transcripts are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages all aspects of an athletic program including: making travel arrangements, recruiting, scouting, maintaining the budget, ordering new equipment, conducting practices and attending all games during the season.

Responsible for teaching, coaching, and mentoring the student-athletes in the classroom, practice, and at games. Prepares and performs the required teaching responsibilities as assigned. (Teaching limited to less than 50% of regular faculty load).

Follows all institutional regulations as it pertains to submitting paperwork for travel, equipment orders, and athlete eligibility. The coach must organize and design expert training sessions in accordance with National Junior College Athletic Association (NJCAA) regulations while providing a safe environment for students and athletes to learn and compete with high integrity.

Encourages campus engagement among students, athletes, staff, and advisors. Understand positive relationships are an extremely important factor towards achieving the team's success. Arrange meetings with other coaches in the department to exchange ideas and to learn other philosophies to help the athletes continue to grow and expand the program.

Ensures compliance with the requirements of the Southern Association of Colleges and Schools (SACS) and all athletic related federal requirements. Reviews related forms, applications and recommends eligibility, verifies accuracy, completeness, and compliance with policies. Develops and monitors the budget allocated to the organization.

Demonstrated verbal and written communication skills to support and enhance effective interaction between Dallas County Community College District (DCCCD) and other organizations, businesses and community groups as well as faculty, staff, and students from diverse backgrounds. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

May supervise approximately 2 – 15 employees and is responsible for a budget which varies.

Performs other duties as required.



*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*