



## **JOB TITLE: ATHLETIC SPECIALIST**

Classification: Classified  
Salary Range: 29

Retirement Type: PERS\*  
Revised/Board Approved: June 19, 2017

---

### **BASIC FUNCTION:**

Under general supervision of the Director of Kinesiology and Athletics, performs a variety of duties in the service of student-athletes involved in intercollegiate athletics, such as, coordinating, directing, implementing the programs and service provided by the department, and to perform other related duties as may be required in the operation of athletics.

### **REPRESENTATIVE DUTIES:**

Determine athletic eligibility, request athletic medical information and explain and submit insurance claims for intercollegiate competition.

Collect data and work with trainers regarding insurance claims and coaches regarding athletic eligibility.

Assist coaches in the organization of special events, awards and others.

Maintain lists and files as directed, including athletes' class schedules, team records, alumni names and addresses, hall of fame members and insurance claims.

Monitor and oversee California Community Colleges Athletic Association (CCCAA) compliance for intercollegiate athletics.

Assist in the processing of athletic department volunteers in accordance with district policies and procedures and CCCAA bylaws.

Assist and implement CCCAA rules education for athletic department.

Research and provide interpretation of conference, state and national rules as they relate to athletic eligibility.

Maintain currency of knowledge in district policies and procedures as well as conference, state and CCCAA bylaws.

Assist with the onboarding of student athletes in areas such as, orientation, eligibility and program compliance.

Provide assistance to the athletic director in the coverage of various athletic events within the athletic department.

Oversee and assist in management of officials, scheduling and payment.

Assist coaches and Director of Kinesiology and Athletics in the preparation of athletic department camps.

Maintain and record account expenditures and maintain budgetary ledgers, including lodging, insurance claims, fund-raising events, publicity, ticket sales and regional and state championship competition. Communicate with coaches and provide information to the Director of Kinesiology and Athletics as requested.

Monitor athletic accident and injury reports; review status of individual claims and total losses and tracks claims handling through closure of each case.

Assist with on and off campus athletic events by arranging for facilities and transportation for other personnel as required, including scheduling of vans, cars, buses, drivers and airline reservations.

Provide priority registration schedules for athletes.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Completion of two years of college, which include four semesters of related physical education course work. Experience may be substituted for the required two years of college. One year of college and one year of athletic programs experience working with athletic programs preferred.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

An athletic program, its functions and operations.

Community college athletic eligibility

Budgeting, purchasing, and scheduling

Medical billing

English usage, spelling, grammar, and punctuation.

Modern office practices and record keeping procedures.

A wide variety of athletic equipment and its application.

Computer, word processing and spread sheet software applications.

#### Abilities/Skills:

Work independently on a variety of assignments requiring para-professional and sometimes professional skills.

Assist with the management tasks of an athletic program.

Operate computer for maintaining eligibility, insurance and other necessary data to be recorded.

Operate mainframe computer terminal and personal computer, calculator, copier, etc.

Establish and maintain cooperative and effective working relationships with others.

### **WORKING CONDITIONS:**

Office environment.

Hand and finger dexterity to handle various office equipment.

Frequently moves from one area to another.

Standing and sitting for prolonged periods of time.

Work with a computer for prolonged periods of time.

Interact with a variety of individuals.

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