CLASS SPECIFICATION
Athletic Specialist

FLSA Status: Nonexempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs responsible accounting support duties for the Athletic Department; handle all transportation and team travel arrangement, coordinate ticketing and Athletic Department passes, and coordinate claims and payments for athletic injuries. The Athletic Specialist performs a variety of functions dealing with student athlete eligibility, student athlete orientation, and adherence to the rules, regulations, and codes established by the California Community College Commission on Athletics (CCCAA). Performs a variety of clerical office support duties, and related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Complies and analyzes financial information for yearly budget preparation and year-end closing; tracks and monitors available department funds; prepares clear and accurate financial records and reports for administrator and coaching staff; reconciles accounts as needed, identifies budget and/or expense discrepancies and verifies corrections; monitors transactions for Associated Student Body (ASB) and Foundation accounts; maintains compliance with all ASB, District and Foundation policies and procedures governing athletic department funds.

2. Process all purchase orders; obtain signatures and order number from ASB bank; track and record all cash transactions on accounts; transport money to ASB bank for deposit; track purchase orders for invoice and payment; verify invoices to purchase orders and submit to ASB bank for check processing; review checks received from ASB bank for vendor and account accuracy; maintain log of checks issued from athletic department; process petty cash vouchers; prepare journal entries to correct errors.

3. Coordinate college van schedule; arrange alternate rental transportation for teams, including vans, charters or plane reservations; arrange charter busses for football season; handle all travel arrangements for teams, transportation, hotel lodging, meal stipend, and tournament entry fees.

4. Coordinate and schedule ticket selling staff for men’s basketball and football seasons; sell tickets and manages gate revenue; transport money to ASB bank; prepare financial reports for all post-season events and submits to the state office of Commission on Athletics; maintain list of department personnel who receive passes for various conferences associated with LBCC participation or recruitment; obtain and distribute passes to athletic department personnel.
5. Coordinates claims and payments for athletic injuries with Student Insurance, Blue Cross and local doctors and hospitals; ensure billing and payment information is accurate; maintain Student Insurance and HIPPA forms for all claims.

6. Collects, records, maintains, distributes, and reports all student eligibility requirements as they pertain to athletic participation and academic progress; develops and updates lists of eligible athletes for distribution to athletic directors, coaches, trainers, equipment managers, and athletic academic counselors; assembles and updates recruiting and eligibility folders with current pertinent athletic forms and information; conducts eligibility meetings for all athletic teams; serves as a liaison between Athletics and Matriculation and Assessment.

7. Completes and submits all required reports and forms, as mandated by the COA/CCCAA. Submits these reports within the established time lines; collects and secures all student athlete information, including Form 1’s, tracers, insurance forms, insurance cards, HIPPA forms, Felony disclosure forms, Voluntary Activity Participation forms, and the Form C; maintains specialized athletic eligibility databases and posts information to the CCCAA website; Works with the South Coast Conference Commissioner on issues dealing with student athlete eligibility, Injury/Illness waivers, and other conference matters.

8. Processes paper work for Professional Experts, Federal Work Study students, as well as the overtime pay for the trainers and SID; tracks and inputs necessary information for Beyond-Season Pay for coaches.

9. Maintains directory of coach’s/staff phone numbers; orders business cards for Professional Experts and athletic staff; works with vendors to secure printing services, signage, trophies and awards.

10. Provides administrative support to the Athletic Directors, using word processing and other applicable software; drafts and types materials, memoranda, correspondence, reports, agendas, presentations, forms and other documents often of a highly sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; obtains and compiles information, which often may be non-routine and confidential; completes, tracks and submits time-sensitive materials to ensure compliance with District policies and procedures, as well as legal requirements receives, documents and processes a variety of requests.

11. Receives and screens visitors, telephone calls, e-mails and correspondence, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, questions and complaints from administrators, faculty, staff, students, media, community groups, and the public; provides information on department programs and policies; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; reviews, determines the priority of and routes assigned incoming and outgoing correspondence.

12. Acts as department liaison; communicates, coordinates and follows-up with various divisions, departments, outside agencies or others to implements plans and actions pertinent to department responsibilities in compliance with District policies, procedures and standards; organizes and oversees related activities.
13. Plans, organizes, coordinates and makes arrangements for a variety of meetings, workshops, conferences and special events; secures event locations and arranges setup and catering/refreshments; attends events, greets guests and serves as a representative of the athletic department.

14. Maintains designated work areas and equipment; orders and monitors inventory of athletic department supplies.

15. May perform specialized activities related to the athletic department’s core functions.

OTHER DUTIES

1. Assist at special athletic events as necessary, including annual golf tournament, banquets, tournaments or post-season events and regular scheduled home contests.
2. Attends a variety of meetings, training sessions, conferences, committees, seminars and workshops as required.
3. Conducts special projects as assigned.
4. May train, schedule and provide work direction to student workers.

QUALIFICATIONS

Knowledge of:

1. Methods, practices, documents and terminology used in processing accounting transactions and in financial record keeping.
2. Basic budgeting principles and terminology.
3. Project and cost accounting methods and procedures and related financial transactions.
4. Athletic eligibility requirements.
5. An athletic program and its functions and operations.
6. Specific needs of individual sports.
7. Principles and practices of sound business communication.
8. Record keeping and filing practices and procedures.
9. Basic accounting and internal control practices and procedures.
10. Office administrative and management practices and procedures.
11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
12. Office administrative and management practices and procedures.
13. District organization, rules, policies, procedures and operating practices related to areas of responsibility.
14. Terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility.

15. Basic functions of public educational institutions, including the role of an elected Boards and appointed committees.

16. Advanced uses of word processing, graphics, spreadsheet, database and other software to create documents and materials requiring the interpretation and manipulation of data.

**Ability to:**

1. Assist with the management tasks of an athletic program.

2. Make calculations and tabulations and review fiscal and related documents and information accurately and rapidly.

3. Operate a personal computer using standard business software; operate other standard office equipment.

4. Organize, research and maintain complete and extensive office files.

5. Compose correspondence and prepare documents from brief instructions.

6. Prepare clear and accurate financial records, correspondence and other written materials.

7. Organize work, set priorities and exercise sound judgment within established guidelines.

8. Interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations, policies and department procedures.

9. Exercise sound independent judgment within areas of responsibility.

10. Communicate clearly and effectively, orally and in writing.

11. Understand and carry out written and oral instructions.

12. Establish and maintain effective working relationships with District management, staff, external agencies and others encountered in the course of work.

13. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate’s degree; and two years of increasingly responsible office administrative assistant experience which included budget and account maintenance duties, or an equivalent combination of training and experience. Experience working in an athletic program preferred.
Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 10 pounds.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, administrators, faculty, staff, students, vendors and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.