

**ASSISTANT ATHLETIC DIRECTOR
OF ADMINISTRATIVE SERVICES**

DEFINITION

This is professional management work involving fiscal, budgetary, administrative, personnel, and related support functions requisite to the administration of the program objectives of the Athletic Department. Work entails serving as the chief fiscal and budgetary control officer and advisor to the Director of Athletics. The work involves responsibility for assisting the Director in the formulation and review of budgetary requests; preparation of final budget for submission; assisting in budget presentation; administering the approved budget; developing and maintaining internal fiscal control systems; and overseeing marketing and promotional public relation programs. The functions of personnel and general administration entail the responsibility for the Athletic Department's internal personnel management policies and procedures within the framework of campus and system personnel policies and procedures, including transactions preparation, processing and recordkeeping, interpretation to administrators and employees of policies, procedures and collective bargaining agreements. Work involves considerable contact with senior campus administrators, systemwide management personnel, staff, and state agencies. Work requires considerable knowledge of fiscal planning and budgeting procedures and knowledge of personnel administration. Supervision is exercised over a staff of professional, technical and clerical personnel. General direction is received from the Director of Athletics; and work is reviewed through oral and written reports, financial analyses and evaluation of results obtained. Work is performed with wide latitude for independent judgement and discretionary action.

The establishment of the class Assistant Athletic Director of Administrative Services is approved effective February 1, 1990.