

ASSOCIATE ATHLETIC DIRECTOR**DEFINITION**

This is the full deputy to the Director of Athletics characterized by the responsibility for coordinating the administration and/or support activities of the Athletic Department. An employee in this class is responsible for planning, organizing, monitoring and coordinating a variety of administrative, e.g., personnel and fiscal operations, budgeting, public relations, monitoring and supervising the administration of the University's athletic scholarship program to insure compliance with N.C.A.A., W.A.C., and University rules and regulations, etc., and support activities, e.g. short and long range facilities planning including cost analyses and construction contract administration, facilities and grounds use and maintenance programs, equipment, contract negotiations for vendors and sports event facilities, etc. In the absence of the Director of Athletics, and employee in this class is responsible for the operations and administration of the Department and its programs. Work includes responsibility for the monitoring of the Department's administration and/or support activities to insure compliance with all State, University and Department policies and procedures; serving as the Director of Athletics representative at meetings with Regents, University Executives, Booster organizations, at mainland athletic competitions or such other events requiring the attendance of the chief executive of the Department of Athletics in the supervision of all department staff and in long and short range planning of Department goals and objectives. Work requires thorough knowledge of University, W.A.C. and N.C.A.A. athletic program policies, rules, and regulations, thorough knowledge of ability to establish and maintain effective communications and working relationships with administrative officials, coaches, athletes, faculty, students, members of the media, booster organizations and the general public. Work is performed under the broad administrative direction of the Director of Athletics. An incumbent exercises considerable initiative and latitude in directing the activities under his/her control through subordinate supervisors. Work is reviewed through oral and written reports and observations of results obtained.

The establishment of the class Associate Director of Athletics is approved effective February 1, 1990.

Albert J. Simone

Feb. 12, 1990

Date