

UNIVERSITY OF MASSACHUSETTS
AMHERST

APR 2 1976

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MEMORANDUM

FROM Frank McInerney DATE April 1, 1976
TO Vivian Barfield
SUBJECT JOB DESCRIPTION

Attached please find Job Description, Assistant Director of Athletics, UM, prepared for you in compliance with D. C. Bischoff memo of February 9, 1976. Please certify in the appropriate manner and return to Rose.

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UNIVERSITY OF MASSACHUSETTS
CAMPUS Amherst

JOB DESCRIPTION

OFFICIAL TITLE: Assistant Director of Athletics, UM

This is the official title of the position as authorized by the Board of Trustees of the University of Massachusetts.

FUNCTIONAL TITLE (If Any): Assistant Director of Athletics

This is the in-house title by which the position may be known. A functional title is usually a more descriptive title than the official title and may be required to identify very specific kinds of work. This title may be used in signing all correspondence.

GENERAL STATEMENT OF DUTIES:

- Please provide a brief overview of the general functions of this position.
(Specific details of duties should be reserved for the *Examples of Duties* section.)

Assists in the administration of the Department of Athletics of the School of Physical Education by performing administrative duties governing the conduct of the intercollegiate program consistent with University policies and in conformity with the rules and regulations of the athletic conferences in which the University holds membership; performs related duties as required.

SUPERVISION RECEIVED:

Please indicate the title, but not the name, of the administrative employee or employees responsible for supervision or direction of your work; describe the divergent extents of authority of each, indicating the degree, priorities, and relationships of the supervision or direction, which could range from close supervision to supervision with considerable freedom.

Works under the general supervision of the Head, Department of Athletics, who reviews work for effectiveness and conformance with established policies, practices, and procedures. Works with Associate Athletic Director.

SUPERVISION EXERCISED:

Using descriptive non-numerical terms, identify the scope of supervision, training or direction exercised (i.e., whether the supervision is over a few employees, a small number of employees, a large number of employees, etc.); also, describe the degree of supervision, indicating whether close supervision or general direction is involved, and categorize the physical conditions under which the supervision is given, such as in a laboratory or an office. Supervision of student employees should not be included in this section, but may be listed under *Examples of Duties*, if applicable.

Exercises working supervision over departmental professional staff employees in the performance of assigned duties.

EXAMPLES OF DUTIES:

Please list and briefly describe several of the duties and responsibilities typically performed and assumed in your position. This list should not be restrictive but should be descriptive in such a manner as to provide concrete information representing examples of the actual work as well as the level of responsibility you may have for the work being performed.

1. Assists Head of Department in the planning, development, and implementation of departmental policy.
2. Schedules intercollegiate athletic contests.
3. Preserves records of varsity letter award winners.

Examples of Duties -- continued

4. Certifies athletic eligibility of student-athletes consistent with legislation governing the conduct of intercollegiate athletics.
5. Assists in preparation of the Athletic Trust Fund Budget.
6. Advises on team travel accommodations.
7. Arranges for assignment of game officials for home athletic contests in intercollegiate program.
8. Coordinates administrative actions preliminary to the awarding of athletic grants-in-aid; maintains records and prepares summary reports regarding athletic grants-in-aid.
9. Assists in determination of uniform and equipment requirements of athletic teams.
10. (See Attached)

QUALIFICATIONS:

Please indicate in a general way the knowledge, abilities, skills, education and experience necessary for any individual to assume this position. It is not the objective of this section to list any one person's specific personal traits and training. It is important to indicate, also, what degree of competence would be required (i.e., *considerable* education, *extensive* experience, *working* knowledge, etc.) to perform the duties and assume the responsibilities typical of this position.

1. Thorough knowledge of the rules and regulations governing the conduct of intercollegiate athletics.
2. Thorough knowledge of the management of an intercollegiate athletic program.
3. Considerable administrative and supervisory ability.
4. Considerable knowledge of budget preparation.
5. Working knowledge of bid specifications and procurement practices.
6. Ability to analyze and advise on problems of procedure.
7. Ability to foster and maintain working relationships with other colleges.
8. Ability to conduct surveys and prepare reports.
9. (See Attached)

OFFICIAL POSITION CERTIFICATION

This is a complete and accurate description of this position.

DATE

4/1/76

DATE

SIGNATURE -- STAFF MEMBER

Frank McFarney

SIGNATURE -- SUPERVISOR

DATE

SIGNATURE -- PERSONNEL OFFICER

EXAMPLES OF DUTIES (continued)

10. Serves as member of various department and University committees.
11. Serves as University alternate ^{AND/OR} voting delegate at athletic business meetings of conferences in which the University holds membership; serves as adviser to University's official voting delegate.
12. Interprets, as required by staff personnel, legislation governing the conduct of the athletic program.
13. Advises on programming use of athletic facilities; advises on pre-event preparations necessary for the conduct of home athletic contests.
14. Serves as consultant to University Athletic Council.
15. Advises Head of Department on present and future operations.
16. Coordinates selection processes requisite to determination of recipients of special student-athlete awards.
17. Prepares and files individual eligibility certifications.

QUALIFICATIONS (continued)

9. Ability to serve on administrative committees.
10. Ability to prepare travel itineraries for large groups.
11. Considerable knowledge of ticket sale procedures and accountability.