

ATHLETIC EQUIPMENT COORDINATOR

CLASS SUMMARY

Under general supervision – responsible for day-to-day operation of all athletic/physical education activities including facilities set up, event coordination and equipment and /or supplies distribution; inventories, issues, maintains and receives instructional equipment, materials and supplies; monitors storage area; assists in budget preparation; performs related duties as required.

REPRESENTATIVE DUTIES

Responsible for athletic/physical education fields, facilities, event coordination and equipment; receives, issues, stores, inventories, assembles and sets up instructional equipment, materials and supplies required for classes; assists in the planning, analysis and implementation of budget and maintains records for instructional equipment accounts; identifies and makes recommendations to the Dean or Director for allocation of monies for equipment and supplies needed for instruction; maintains an account ledger to control spending of monies allocated for each sports' budget and budgets for repair accounts, physical education accounts, and instructional equipment; researches new vendors and purchase of new equipment; receives, verifies, inventories and stores all new incoming equipment and supplies; cleans, makes arrangement for repairs and or replacement of equipment; schedules maintenance for fitness center and free weights center with vendors; initiates process for yearly maintenance and repairs of athletic fields with outside vendors; delivers and picks up instructional equipment sent out for repairs; prepares, transports and sets up equipment at other locations; coordinates and/or performs yearly maintenance and repairs of equipments; trains, directs and assigns work to support staff and student workers; oversees and controls the storage area.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Dean and /or designated administrator. It directs the work of a full or part-time assistant.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to an associate degree and three years of responsible experience related to the assigned area, preferably having involvement in storekeeping, inventory control, purchasing and accounting. Mechanical background preferred.

Knowledge and Abilities

Knowledge of: the equipment used by students in assigned instructional program; knowledge of general business practices, such as those related to buying, storing, and inventorying of equipment and supplies, procedures for issuance and control of materials, supplies and equipment; and maintaining proper account records of expenditures and balances.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA**

September, 2003

ATHLETIC EQUIPMENT COORDINATOR cont'd

Ability to: maintain and repair instructional equipment; establish and maintain effective working relationships with instructional staff, students, and others; maintain inventory control; learn operation of tools to maintain and repair equipment; follow oral and written instructions; schedule and prioritize work; and work with limited supervision.

License: valid California Motor Vehicle Operator's License.