

**DIRECTOR, FOOTBALL OPERATIONS AND ATHLETICS  
JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

Under the general direction and supervision of the Associate Dean of Athletics, the Director of Football Operations is responsible for leading and managing all aspects of operating the Santa Ana College (SAC) Football program. This includes supervision, recruitment, player development, practice and game plan preparation, scheduling, team management, fundraising, budget planning, equipment, facilities, academic and athletic success, and all aspects of football operations. The director will also be responsible for fostering a positive team culture, emphasizing student-athlete academic success, and ensuring compliance with the conference and California Community College Athletic Association (3C2A) rules and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are essential for this position and illustrate the 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. Develop and implement effective training programs, practice schedules, and game strategies.
2. Provide leadership and motivation to student-athletes on and off the field.
3. Analyze player performance and conduct regular assessments to maximize individual and team development.
4. Identify, recruit, and retain student-athletes and support and develop them in their academic and athletic endeavors.
5. Cultivate relationships with high school coaches, prospective student-athletes, and their families.
6. Cultivate relationships with four-year college coaches to enhance transfer opportunities of student athletes as well as transfers from four-year institutions to SAC.
7. Manage the football program's budget, including equipment, travel, and team expenses.
8. Oversee and coordinate all logistical details related to games, practices, and team events.
9. Work collaboratively with athletic administration, support staff, and other coaches to further the overall goals of the department.
10. Foster the academic success of student-athletes, ensuring they adhere to the institution's academic standards, and make progress towards completion and transfer.
11. Assist student athletes in their four-year college recruitment goals.
12. Mentor student-athletes in their personal, athletic, and academic development.
13. Promote a culture of integrity, sportsmanship, and respect among student athletes and staff.
14. Maintain current knowledge of 3C2A and conference regulations.
15. Oversee and ensure adherence to all rules and regulations set by the college, conference, and the 3C2A.
16. Complete required training and reporting related to compliance and eligibility.
17. Represent the football program in a positive manner to the college community, alumni, media, and the public.
18. Serve as Co-Chair of Athletics Hall of Fame Committee; lead fundraising efforts to support SAC Football and Athletics in general.
19. Collaborate with college programs in campus-wide recruitment and outreach initiatives and activities.
20. Engage in community service projects and encourage student-athlete involvement.
21. Assist with games management duties at Athletics contests.
22. Prepare a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile sport program statistics and reports as required.

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23. Cultivate and contribute to an atmosphere of collegiality and supports the goals of participatory governance.
24. Perform other duties assigned that support the overall objective of the position and the College and District's mission and philosophy.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

1. Applicable laws, codes, regulations, policies, and procedures, including 3C2A, conference, and Title IX rules, regulations, and bylaws.
2. Operations, services and activities of an intercollegiate sport program.
3. Methods and techniques of leadership and management.
4. Public relations principles and techniques.
5. Interpersonal skills, using tact, patience, and courtesy.
6. Educational and tutorial programs.
7. Budget preparation and control.
8. Effective and concise verbal and written communication skills.
9. English usage, spelling, grammar, and punctuation.
10. Principles and practices of administration, supervision, training, and evaluation.
11. Leadership, team building, motivation, and conflict resolution principles.
12. Operation of a computer and assigned software.
13. Facility maintenance, use, planning and safety regulations.

Ability to:

1. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
2. Plan, organize, control and direct intercollegiate sport program activities.
3. Recruit and retain quality student-athletes from diverse backgrounds.
4. Travel frequently for recruitment, games, and events.
5. Demonstrate football techniques.
6. Establish and maintain cooperative working relationships with college and district personnel, vendors, professional colleagues and representatives from various outside agencies.
7. Communicate effectively both orally and in writing.
8. Interpret, apply, and explain rules, regulations, policies, and procedures.
9. Interpret and apply a wide range of 3C2A, conference, and departmental policies and regulations.
10. Commit to the academic and athletic success of student-athletes.
11. Develop and implement procedures that improve efficiency and ensure compliance with policies and regulations.
12. Analyze situations accurately and adopt an effective course of action.
13. Oversee, direct, and coordinate the work of assigned staff.
14. Review and evaluate employee job performance, effectively supervise assigned staff, and foster a teamwork environment.

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**MINIMUM QUALIFICATIONS**

**Education and Experience:**

Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, and one year of formal training or leadership experience reasonably related to the administrative assignment.

**DESIRABLE QUALIFICATIONS**

Master's degree from an accredited institution in Kinesiology, Physical Education, Exercise Physiology or related field, OR bachelor's degree in any of the above and a master's degree in any life science, physiology, health education, or physical therapy; five years football coaching experience at the collegiate or significant high school level, or combination of both; two years of experience supervising personnel.

**PHYSICAL REQUIREMENTS**

Ability to work extended hours, including evenings and weekends, as required; ability to travel frequently for recruitment, games, and events.

**WORK ENVIRONMENT**

Work primarily takes place in a field, office, or gymnasium setting; regular exposure to outdoor weather conditions during practices and games.

Board of Trustees Approval Date: September 15, 2025