



JOB INFORMATION

Job Code:	131147
Job Title:	Football Operations Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	5 Manager

JOB SUMMARY

Manages the day-to-day operations of the football program within the intercollegiate Athletics Department including supervision of staff. Assists with the complex and varied administrative requirements and aspects of the football program including the daily logistical needs of players and staff, budget administration, controlling equipment and supplies, coordinating electronic information systems, and facilities and space planning. Coordinates the football team travel, game day operations and responsibilities, and training camp operations. Liaison with internal departments, community outreach programs and external agencies. Reports to the Head Football Coach and provides support to the Athletic Director, coaches, and student-athletes.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Football operations management experience or administrative experience.
X		Knowledgeable about the various aspects of the football game.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of NCAA regulations.
X		Must be analytical, organized and an outstanding communicator.
	X	Football operations management experience in university environment.
	X	Extensive knowledge of NCAA compliance regulations.

Other Job Factors

<ul style="list-style-type: none"> Ability to work evenings, weekends, and holidays as the schedule dictates.
<ul style="list-style-type: none"> Ability to travel.
<ul style="list-style-type: none"> This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages the day-to-day operations of the football program including overseeing daily logistical needs of players and staff, managing summer training camp operation, budget administration, coordinating game day operations, managing official visits, coordinating football team travel, overseeing records and filing systems, controlling equipment and supplies, and coordinating electronic information systems and facilities and space planning for operations and staff. Examines workflow and revises processes to improve efficiency, as needed.				
Supervises at least two full-time staff or the equivalent. Recruits, screens, interviews, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines, and/or terminates employees as required.				
Oversees the establishment of recruiting visits between coaches and high school players including athlete's housing and academic affairs appointments once a recruit arrives on campus. Manages football summer training camp operations.				
Serves as liaison with the compliance officer ensuring compliance with NCAA Division 1 rules and regulations regarding football and eligibility issues. Serves as liaison with institutional departments and external agencies. Spearheads the football team's community relations efforts.				
Develops and administers budget. Gathers pertinent data to develop projections. Authorizes expenditures within established limits. Tracks and monitors budget activity and analyzes variances. Produces interim financial reports and projections, as needed.				
Assists in developing department policies and procedures and coordinating implementation to ensure compliance of the football program. Maintains currency or revisions to department and university policies and procedures. Communicates or documents. Develops forms, flowcharts and systems requirements. Trains, as required.				
Researches, gathers, organizes and summarizes data for reports. Analyzes data for trends or conclusions and presents results and recommendations to supervisor.				
Assists head coach and compliance officer with NCAA drug testing procedure requirements.				
Plans and coordinates special events, conferences and/or seminars. Develops promotional materials. Negotiates with vendors for sites, facilities, guest accommodations and meals.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.