



Sports Operations Manager, Athletics Job Description

JOB INFORMATION

Job Code:	131146
Job Title:	Sports Operations Manager, Athletics
FLSA Status:	Exempt
Supervisory:	
Job Family:	Athletics Coaching/Program Management Operations
Job Family Group:	Athletics
Management Level:	5 Manager

JOB SUMMARY

Manages the day-to-day operations of a sports program within the intercollegiate Athletics Department including supervision of staff, budget development and administration. Manages the complex and varied administrative requirements and aspects of the program in collaboration with program management 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 team travel, game day operations and responsibilities, and training camp operations. Liaison with internal departments, community outreach programs and external agencies. Provides support to the Athletic Director, Head Coach, Assistant 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.

X 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.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Specific sports operational management experience or administrative experience.
X		Knowledgeable about the various aspects of a specific sports game.
X		Knowledge of NCAA regulations.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Must be analytical, organized and an outstanding communicator.
	X	Specific sports operational management experience in university environment.
	X	Extensive knowledge of NCAA compliance regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the day-to-day operations of a sports 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 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 onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for non-exempt employees to ensure compliance with university timekeeping requirements and employment policies. If necessary submits time records on behalf of employees who fail to submit timekeeping records, in order to ensure timely payment.				
Oversees onboarding and orientation of new employees to ensure understanding of duties, responsibilities, work requirements and performance standards. Establishes, monitors, and authorizes work schedules, time off and leave requests for employees (including student workers) to meet department business requirements. Authorizes overtime and monitors meal and rest periods for nonexempt employees to ensure compliance with university timekeeping requirements and employment policies. Submits time records on behalf of employees who fail to provide timekeeping records to ensure timely payment, as needed.				
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 summer training camp operations.				
Serves as liaison with institutional departments and external agencies. Spearheads a specific sports 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 athletics 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.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties notifies the Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community, and notifies the Clery Compliance Coordinator in the Department of Public Safety.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

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 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.		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 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.