Appendix J2.1

Director, Intercollegiate Athletics
1. Division: Office of the President

2. School/College/Department: Athletics

3. Position Number: 20857

4. Subsection/Section:

5. Room/Building: A/P 21

6. Department Number: 011001000

7. Transaction Type: Update

8. FTE: 1.00

9. Pay Plan: A/P 21

10. On-Call: 11. Call back:

12. City: Tallahassee

13. Current Class Code: 9470

14. Current Class Title: Director, Intercollegiate Athletics

15. County:

16. New Class Code:

17. New Class Title:

18. Describe in detail the specific duties and responsibilities assigned to this position. Attach additional sheets, if necessary, to properly describe the position.

Responsible to the University President for the overall administration and management of the University Intercollegiate Athletics Program to include but not limited to:

- Directs and coordinates all intercollegiate and intramural sports activities at the University in accordance with the by-laws, rules, regulations, policies and procedures (hereafter governing provisions) of the National Collegiate Athletic Association (NCAA), Mid-Eastern Athletic Conference (MEAC), Board of Trustees (BOT) and the University. Works with the Office of Student Activities in developing plans and procedures for a viable intramural program for the University.

- Supervises the personnel of the athletic programs to ensure that the goals and objectives of the programs are consistent with the governing provisions of the NCAA, MEAC, BOT and the University. Works directly with the Head Coaches in the coordination and supervision of athletics major and minor sports programs, to include football, basketball, baseball, softball, track and field, cross country, volleyball, bowling, tennis, golf and swimming.

- Establishes and implements the University's policies and procedures for the overall Intercollegiate Athletics Department. Responsible for all applicable governing provisions of the NCAA, MEAC, BOT and the University that regulate the University's Sport Program and ensure the program remains in full compliance with such governing provisions.

- Monitors and reviews all requisite reports are drafted, signed and submitted timely.

- Determines student athletes' eligibility to participate in athletics as determined by the NCAA Clearinghouse. Ensures the timely completion and submission of reports, adherent to specified deadlines.

- Develops the schedules for all athletic teams and intramural sports as appropriate.

- Ensures that the student athlete receive appropriate awards/scholarships through the Office of Student Financial Aid.

- Represents the University as its primary spokesperson for the Intercollegiate Athletics Program. Represents the University at alumni, civic and educational meetings to provide information relative to the Athletics Program. Guides and directs the Athletics Department marketing and fundraising programs.

- Informs subordinates of all relevant University Regulations and Internal Operating Procedures and provides access to all related documents. Assesses and documents subordinates' ability to comply with all relevant University Regulations and Internal Operating Procedures. Employs measures of accountability for compliance with University Regulations and Internal Operating Procedures. Conducts and documents performance evaluations in a timely manner for each subordinate, in accordance with University Regulations and Internal Operating Procedures.

- Works collaboratively with the Vice President for Division of Financial and Administrative Services, as well as the Vice President for Development on all financial and fundraising efforts to sustain and support athletics.
Position Number: 20857

19. SUBORDINATES: List class codes, official class titles, and position numbers of each position that reports directly to this position.

SEE ATTACHMENT

20. SUPERVISOR'S POSITION: Number: 16750 Class Code: 9200 Class Title: University President

21. WORKING HOURS:
   a) Daily from 8:00 a.m. to 5:00 p.m.
   b) Total hours per week 40
   c) Explain any variations in work week, split shifts, on-call status, or rotations.

   Expected to complete all responsibilities regardless of time needed to complete.

22. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

   The incumbent is in charge of a number of budgets and must be accountable at all times.

23. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

   The incumbent is expected to be judicious in handling confidential information.

24. KNOWLEDGE/SKILLS/ABILITIES:
   - Knowledge of basic principles of supervision and athletic administration.
   - Knowledge of basic athletic marketing, promotions and fundraising techniques.
   - Knowledge of effective coaching principles and techniques.
   - Knowledge of applicable governing provisions of the NCAA, MEAC, BOT and the University.
   - Ability to prepare and manage athletic budgets in compliance with applicable governing provisions of the NCAA, MEAC, BOT and the University.
   - Ability to effectively work and communicate with all levels of employees.
   - Ability to effectively plan for and manage athletic events, parking and ticket sales.

25. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

   Please review statements below check all that apply.

   ☑ This position requires a background check and/or fingerprinting.
   ☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   ☐ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
   ☐ This position requires licensure, certification or other special requirements described below.

26. SIGNATURES: Incumbent: ___________________________ Date: ______________

   Supervisor: ___________________________ Date: 10/15/09

   Reviewing Officer: ___________________________ Date: ______________

HR-C5 Revised 06/08
19. SUBORDINATES:

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