

COMPTON COMMUNITY COLLEGE DISTRICT



MANAGER OF FOOTBALL OPERATIONS AND ATHLETIC FACILITIES

POSITION DESCRIPTION:

Under the direction of the Dean of Athletics and Student Support Services (or designee), the Manager of Football Operations and Athletic Facilities is responsible for managing the daily operations of the football program and coordinating the use and maintenance of athletic facilities. This position plays a critical role in ensuring program efficiency, compliance with California Community College Athletic Association (3C2A) regulations, and support for student-athlete success. The Manager serves as a key liaison among Athletics, campus departments, and external stakeholders, and is also responsible for supervision, logistics, and operational planning across football-related activities.

ESSENTIAL DUTIES/FUNCTIONS:

- Administer, direct, and supervise all aspects of the football program as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation, and insurance.
- Coordinate football program logistics, including transportation, lodging, equipment, and game-day operations, and for other athletics teams as directed.
- Oversee scheduling, access, readiness, and maintenance of athletic facilities used by the Athletics program (practice fields, locker rooms, weight rooms); support broader athletic facility maintenance and operations and ensure safe, functional, and compliant environments.
- Provide oversight of auxiliary services related to athletics, including concessions, ticketing, and external facility rentals, in coordination with campus departments and outside vendors.
- Assist with game supervision and management of home athletic contests, including field preparation and facilities setup.
- Recommend for hire, supervise, and evaluate assistant coaches, and related faculty or staff associated with the program.
- Collaborate with the Dean of Athletics and Student Support Services and campus leadership on short- and long-term planning to support student-athlete academic progress, retention, completion, and transfer, and the overall success of athletics at the college and state level.
- Coordinate outreach and student recruitment efforts for football, including recruiting visits and maintenance of recruitment databases and notification systems.

- Develop, allocate, and monitor the football program and facilities-related budgets; ensure budgetary compliance and oversee the procurement of equipment, supplies, and materials.
- Ensure compliance with all applicable 3C2A, district, and Title IX regulations; remain current on legislative updates and keep staff informed to maintain program compliance and equity.
- Direct and participate in the preparation of required statistical and narrative reports; maintain accurate records and documentation related to program operations.
- Establish and maintain an environment that supports academic success, safety, and well-being of student-athletes, fostering collaboration across students, faculty, staff, and the community.
- Represent the Athletic Department at community functions and events as directed.
- Participate in strategic planning efforts within the football program, Athletics, and the broader Student Services Division.
- Serve on Institutional Standing Committees and other committees as assigned within and outside the District.
- Complete assigned Program Reviews and Service Area Outcomes for assigned programs.
- Identifies, and writes grant proposals in support of student success programs and other resources for Compton Community College District to help meet the needs of diverse students.
- Certifies payroll for assigned personnel.
- Serve as acting administrator in the absence of the Dean of Athletics and Student Support Services when designated.
- Be an active and visible participant in the community to promote the athletics program, department, and college.
- Perform other duties as assigned.

KNOWLEDGE & ABILITIES:

Knowledge of:

- Collegiate athletic operations, particularly within the California Community College system.
- 3C2A compliance standards and Title IX requirements.
- Budgeting, purchasing, and inventory processes related to athletics.
- Facility scheduling, safety regulations, and event coordination.
- Public relations and outreach strategies in athletic settings.
- Supervision, training, and evaluation of personnel.
- Computer systems used for operations, reporting, and communication.

Ability To:

- Plan, organize, and direct a comprehensive football operations program.
- Work collaboratively with diverse stakeholders in a college environment.
- Interpret and apply athletic regulations, policies, and operational procedures.
- Manage multiple timelines and priorities independently and effectively.

- Prepare detailed and accurate reports, schedules, and records.
- Maintain professionalism and discretion in sensitive matters.

REQUIRED QUALIFICATIONS:

- Master's degree from an accredited institution, AND
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment AND
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

- Minimum of three (3) years of experience in athletic operations, sports management, or a related administrative role
- Familiarity with 3C2A and/or NCAA regulations.
- Experience with student-athlete academic support and engagement strategies.
- Supervisory experience and the ability to oversee multiple concurrent projects.

License and/or Certificate:

- Possession of a valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in an athletic facility and field, and a standard office setting, and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to view, assess, and determine coaching decisions; and hearing and speech to communicate in person and over the telephone. Must possess the ability to oversee practices and games in varying weather and field conditions. When working in an office, standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Positions in this classification may also stand for extended periods of time in the course of directing operations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds. The essential functions of this classification must be performed by the incumbents with or without reasonable accommodation.

ENVIRONMENTAL CONDITIONS:

Employee works mainly in an outdoor environment and is occasionally exposed to loud noise levels, cold and hot temperatures, and varying weather conditions. Employee may interact with upset individuals in interpreting and enforcing departmental policies and procedures.