UNIVERSITY OF SOUTHERN CALIFORNIA
Sports Operations Manager, Athletics
Job Code: 131146

Grade: 00
OT Eligible: No
Comp Approval: 1/4/2016

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 ACCOUNTABILITIES:

*E/M/NA % TIME

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 non-exempt 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.

__E___ 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.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: ☐ No  ☐ Yes  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.

**JOB QUALIFICATIONS:**

Minimum Education:
Bachelor's degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Specific sports operational management experience or administrative experience. Knowledgeable about the various aspects of a specific sports game. Knowledge of NCAA regulations. Must be analytical, organized and an outstanding communicator.

**Preferred Education:**

Bachelor's degree

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Specific sports operational management experience in university environment. Extensive knowledge of NCAA compliance regulations.

**Skills: Other:**

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

**Skills: Machine/Equipment:**

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial

Comments:
Ability to work evenings, weekends, and holidays as the schedule dictates. Ability to travel.

SIGNATURES:
Employee: ________________________________ Date:______________________________
Supervisor: ______________________________ Date:______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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