

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: ATHLETIC PROGRAM ASSISTANT

SALARY TABLE: 29

SALARY RANGE: 19

BASIC FUNCTION:

Under the direction of an assigned administrator, purchase, issue, collect, maintain, clean and oversee inventory of athletic uniforms, supplies and equipment for use in physical education and competitive sports; research product information, obtain quotes and order athletic goods.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Purchase, issue, collect, maintain, clean and oversee inventory of athletic uniforms, supplies and equipment for use in physical education and competitive sports; provide adequate uniforms, supplies and equipment to meet College athletic needs.

Contact and meet with vendors to obtain quotes, pricing and product information related to athletic and physical education goods; select vendors according to price effectiveness, product quality and vendor reliability; order uniforms, supplies and equipment in accordance with established policies and procedures.

Launder and dry athletic uniforms and towels; sort, match and store uniforms; assure proper working condition of athletic equipment; perform minor repairs and adjustments on athletic uniforms; assure proper storage of uniforms and equipment; assure equipment and uniforms fit athletes properly.

Monitor inventory levels of supplies, equipment and uniforms; receive, mark and maintain adequate inventory levels of supplies, equipment and uniforms; prepare purchase orders; input inventory data into an assigned computer system and maintain related automated records and files.

Participate in the preparation and development of the budget for athletic uniforms, supplies and equipment; review and evaluate related financial and statistical data; control expenditures in accordance with established limitations; initiate budget adjustments as needed.

Prepare and set up gymnasium, fields and other athletic facilities for athletic events and activities as assigned; prepare uniforms and supplies for home and away events; coordinate, schedule and arrange athletic facility usage by College teams and groups and community organizations.

Communicate with College personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare and maintain various records, reports and files related to inventory, equipment, uniforms, financial activity and assigned duties.

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Operate a variety of equipment including electric cart, dollies, hand cart, power tools and hand tools; operate a washer and dryer; utilize a sewing machine to repair uniforms; operate a variety of office equipment including a computer and assigned software, calculator, typewriter, copier and fax machine.

Order supplies and equipment online as needed; input purchasing and product information into an assigned computer system including vendor information, account coding, prices, quantity and other required data; maintain other automated records as assigned.

Receive shipments and inspect for damages and conformity to purchase order specifications; contact vendors regarding damaged goods, shortages and discrepancies as needed; shelve and store items in appropriate section of equipment rooms; load and drive items to appropriate locations.

Review, verify and process invoices and other documents for payment as required.

Assign physical education and team lockers to students according to established procedures; assist student with resolving locker-related issues and problems.

Attend and participate in various meetings and committees as assigned; represent the College at community meetings and events related to athletic programs and activities.

Lock and unlock athletic facility doors as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Participate in a variety of other assigned activities such as performing athletic eligibility checks and lost-and-found functions.

Maintain locker rooms and athletic facilities in a clean and orderly condition; arrange for disposal of surplus furniture and equipment as directed.

Train and provide work direction and guidance to designated staff and student workers as directed.

Perform minor first aid as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of researching, comparing and purchasing supplies and equipment.

Local vendors and sources of supply.

Proper methods of storing equipment, materials and supplies.

Modern cleaning methods including basic methods of laundering clothes and cleaning facilities.

Equipment, supplies and uniforms used in team and individual sports.

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Operation of cleaning equipment including washers and dryers.
Policies and objectives of assigned programs and activities.
Operation of a computer and assigned software.
Health and safety regulations.
Purchasing practices and procedures.
Inventory practices and procedures.
Basic budget preparation and control.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Record-keeping and report preparation techniques.
Mathematic computations.

ABILITY TO:

Purchase, issue, collect, maintain, clean and oversee inventory of athletic uniforms, supplies and equipment for use in physical education and competitive sports.
Research and evaluate sources of supply.
Obtain verbal and written price quotations.
Order uniforms, supplies and equipment in accordance with established policies and procedures.
Launder, dry, sort, match and store athletic uniforms and clothing.
Monitor and maintain adequate inventory levels of supplies, equipment and uniforms.
Coordinate and arrange athletic facility usage by College teams and community organizations.
Maintain locker room in a safe, clean and orderly condition.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Prepare and maintain various records and reports.
Perform mathematic calculations with speed and accuracy.
Perform minor first aid as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years experience performing purchasing, inventory or related functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid First Aid and CPR card issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

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Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Evening, weekend or variable hours.
Possible exposure to adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to perform cleaning duties and read a variety of materials.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working around and with machinery having moving parts.

Potential for exposure to bodily fluids and blood borne pathogens.