

DIRECTOR OF ATHLETICS**DEFINITION**

This is administrative work in planning, organizing, and directing the programs of the Athletic Department of the University of Hawaii at Manoa. Work involves responsibility for: the general direction, administration, supervision, and coordination of all activities of the Athletic Department including its various programs, personnel actions, budget preparation and control, and fiscal recording, control, and maintenance of equipment, publicity and promotion, and general public relations. Work entails establishing and maintaining good working relationships with other academic institutions and both state and national associations related to educational institution athletics. Work includes serving as advisor to the President on all matters in the University pertaining to athletics. Considerable emphasis of the work in this classification is placed upon supervision of coaching and technical staff as well as providing interpretation of University and departmental rules and regulations for such staff. A salient responsibility of this class is the responsibility for the establishment and continuing maintenance of a viable sports program including scheduling of all athletic events, activities, and athletic contests involving both team and individual events and activities. Supervision is exercised over a staff of professional, technical, and clerical subordinates. Work is performed under the general supervision of the Chancellor who reviews such work through observation of results obtained, conferences and written reports, and periodic audits.