

**STATE OF SOUTH CAROLINA
FRANCIS MARION UNIVERSITY**
*POSITION DESCRIPTION/EMPLOYEE PERFORMANCE EVALUATION FORM FOR
UNCLASSIFIED EMPLOYEES*
*(To be used for Administrative Staff, Executive Compensation Employees, Academic
Administrative Staff, Professional Librarians, and Coaches)*

Name	Performance Review from:	Performance Review to:
Murray G. Hartzler	March 1, 2015	February 29, 2016

University Title	Class Code/Slot/Position No.	Date Assigned to Current Position	State Employment Date
Director of Athletics and Coordinator of Physical Education Program	UH11/0002/1556	August 30, 2000	August 16, 1994

PLANNING STAGE ACKNOWLEDGMENT
(Sign this section as your Planning Stage)

Rater/Supervisor: _____ Date: _____

[Signature]
Dr. Fred Carter

Reviewing Officer: _____ Date: _____

[Signature]
N/A

My Planning Stage and Combined Position description have been reviewed with me.

Employee: _____ Date: _____

Mr. Murray G. Hartzler

Section 1

Briefly describe your management functions as they related to your agency's overall mission. What is the primary purpose of your position?

The mission of Francis Marion University is to provide a varied and well-balanced program of undergraduate and limited graduate programs to students of SC, to conduct that research which is appropriate to support the University's teaching mission, and to provide a variety of services to the public. Under limited supervision, follows all Francis Marion University NCAA Division II, and Peach Belt Athletic Conference regulations, including budgeting, recruiting, scouting of opponents, scheduling, use of facilities, team travel details and fundraising and promotion of the program.

Section 2

Briefly describe the major end results toward which the efforts and activities of your position are directed.

To provide a well-rounded schedule of intercollegiate athletic competitions designed to encourage participation by a segment of the student body, which complements and is consistent with the educational courses offered by the institution. Follows the philosophy and guidelines of the University, the Athletics Department, the NCAA, the Peach Belt Athletic Conference, and Bloodborne Pathogens policies and procedures. Performs duties in cooperation with the administrative staff.

Section 3

Essential and Marginal Job Functions of Position Description

Performance Level = P (1,2,3,4); Weighted Level = W (Your weighted points will be 95 for Essential Functions and 5 for Marginal Functions)

#	Essential Job Functions and Success Criteria	P	W
1	<p>Essential Job Function: ADMINISTRATIVE DUTIES RELATED TO ATHLETICS</p> <p>Completes the Position Description/Employee Performance Evaluation for employees supervised and handles other personnel matters appropriately and effectively.</p> <p>Success Criteria: Assures that the Position Description/Employee Performance Evaluation is submitted in an accurate and timely fashion for each employee being supervised; assures that employees are kept abreast of appropriate policies and procedures; and assures that the policies and procedures are followed.</p> <ol style="list-style-type: none"> 1. Prepares, establishes, and controls budgets of the Athletic Department as it relates to each program. 2. Supervises coaches, assistant coaches, administrative personnel, students, etc. 3. Establishes and implements policies and procedures. Makes recommendations for changes as needed: <ol style="list-style-type: none"> a) Maintains effective interpersonal relationships with fellow coaches, teachers, players, and administration. b) Generates interest in the whole program of athletics through positive promotion and dynamic support of the total program. 4. Supervises all coaches in coordinating recruitment of athletes and scouting of opponents to assure that the coaches: <ol style="list-style-type: none"> a) Keep in contact with area high school coaches for prospects by direct interviews and correspondence in accordance with regulations established by the governing bodies of the NCAA and Peach Belt Athletic Conference. b) Deals honestly with all prospective student-athletes by aiding them to understand the nature of the education program at Francis Marion University and the athletic program in particular. c) Recruit through judgment of talent and observation of ability to determine scholarship recipients. d) Fully knowledgeable of the University's admission standards and procedures and familiar with requirements of each of the Educational units of Francis Marion University, especially admissions. 5. Coordinates athletics field and building maintenance, athletic inventory and disbursement of uniforms, insurance, Athletic banquet, camps, scheduling of contests, recruitment of athletes, etc. 6. Represents Francis Marion University at NCAA functions. Participates in fundraising activities and distributions of funds. 	█	71
2	<p>Essential Job Function: ADMINISTRATIVE DUTIES RELATED TO PHYSICAL EDUCATION PROGRAM</p> <p>Success Criteria: Works closely with the School of Education, Registrar's Office, and Office of the Provost in coordinating the physical education program for the University.</p>	█	24
3	<p>Essential Job Function:</p> <p>Success Criteria:</p>		

4	Essential Job Function: Success Criteria:		
5	Essential Job Function: Success Criteria:		
6	Essential Job Function: Success Criteria:		
7	Essential Job Function: Success Criteria:		
8	Essential Job Function: Success Criteria:		
TOTAL WEIGHTED POINTS FOR ESSENTIAL FUNCTIONS			95

#	Marginal Function	P	W
1	<p>Marginal Job Function: Assists the President with special projects as they occur. Performs related duties.</p> <p>Success Criteria: Uses time effectively and efficiently in accomplishing those tasks that are not required on a regular basis. Displays interest and enthusiasm in performing other related duties. Motivates by creating an organizational environment or climate where employees can perform. Meets agency affirmative action goals in such areas as hiring, promoting, or placement; level of personal and organization commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals.</p>	■	5
TOTAL WEIGHTED POINTS FOR MARGINAL FUNCTION			5

Section 8

What aspects of your job require the greatest attention? Indicate approximate percentage of time required. (Please note that this section will total 100%; however, it will not agree with the percentages as outlined in each of the Essential and Marginal Functions. Example: The Essential and Marginal Functions are used for rating purposes; however, a percentage of coaching duties are also related to the other functions. Therefore, this section will be used for actual reporting of breakdown of funds for the specific areas listed below. Teaching duties may vary from semester to semester. In this case, the actual teaching duties may be increased or reduced on the breakdown of funds and the difference will be taken from or placed in administrative or coaching duties for budget purposes.)

Activity	Percentage
Administration – Physical Education Program	24.00
Administration – Athletics	76.00
TOTAL	100.00

Section 9

What educational credentials, special licensing, special formal training or prior work experiences are required for your position at entry?

Bachelor's degree required; Master's degree preferred. Previous coaching and supervisory experience in an academic setting required. Ability to establish and maintain effective working relationships with faculty, students, staff, and the general public. First aid and/or CPR certification is helpful. Valid SC Driver's License.

Section 10

Give any additional information you believe would help someone better understand your position.

N/A

**Section 11
Supervisory Responsibilities**

If this position includes supervisory responsibilities, please indicate the class title and number of positions of the three highest-level subordinates.

#	CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	#			
1	Athletic Coach	14			
2	Administrative Specialist II	1			
3					
Number of Employees Directly Supervised		15	Total Number Indirectly Supervised:	5	20

**Section 12
Job Requirements**

1. Must be able to communicate via telephone for incoming and outgoing calls and in person 100% of the time.
2. Must be able to interpret handwritten and typewritten documents 100% of the time.
3. Must be able to understand and implement athletic policies and procedures 100% of the time.
4. Must be able to travel off campus 100% of the time.
5. Must be able to physically demonstrate techniques, moves, use of equipment, etc. 100% of the time.