Classification Specification for Unclassified Service

**Title:** Associate Director Athletics – Chief Fiscal Officer  
**Pay Scale Group:** 20-01

**Essential Function**

Under general supervision from a designated administrator, manage daily, short-term and long-term performance of the Business Office, Intramurals and Recreation, and all athletic facilities.

**Characteristic Duties**

Manage daily, short-term and long-term performance of business office, intramurals and recreation and all athletic facilities;

Monitor overall athletic budget operations concentrating on revenue sports. Develop annual budgets and verify budget performance on a quarterly basis;

Monitor departmental travel, including football and men's basketball. Coordinate all scheduling and game contract administration;

Oversee data processing/information technology requirements for the department;

Special projects as assigned by the director;

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.);

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with seven (7) years’ experience; -OR- Associate's degree with nine (9) years’ experience; -OR- eleven (11) years’ experience; degree must be in Business Administration or Accounting. Experience must be in fund accounting and contract administration. Experience may also require at least three (3) years supervision.