Classification Specification for Unclassified Service

Title: Director, Athletic Facilities & Operations

Pay Scale Group: 20

Essential Function

Under general supervision from a designated administrator, coordinate, direct and organize the administration and maintenance of the athletic facilities.

Characteristic Duties

Coordinate and organize administration and event management assignments for intercollegiate and outside athletic events.

Supervise the daily operation and maintenance of athletic facilities, as well as, the quality control of these areas.

Develop and follow-up on policies and procedures and quality assurance standards.

Conduct facilities' inspections and assist in performing quality assurance inspections/evaluations of equipment and services.

Assist in the development of the annual budget.

Coordinate the hiring, training and scheduling of all event personnel.

Responsible for the organization and timely follow through of all construction projects.

Participate in special projects as assigned.

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 five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in a related field. Experience must be in administration and maintenance of athletic facilities. Experience may also require three (3) years supervision.