Title: Director, Athletic Equipment  Pay Scale Group: 17

Essential Function
Under general supervision from designated administrator, direct equipment operations for all intercollegiate sports programs and several administrative units and serve as the primary major sports equipment manager.

Characteristic Duties

• Direct equipment operations for all intercollegiate sports programs and several administrative units and serve as the primary major sports equipment manager. Ensure that athletic equipment and uniforms, and laundry, sewing, and other repair equipment are maintained, and that NCAA and conference rules (as they apply to athletic equipment), and OSHA standards are followed.

• Prepare and manage equipment budget for all sports. Responsible for purchasing equipment and uniforms. Coordinate the replacement of equipment and uniforms with adherence to NCAA and NOCSAE standards.

• Manage major sports equipment operations. Ensure coaches and team members are properly outfitted for competition and practice. Coordinate travel plans for major sports equipment for away games.

• Maintain inventory of all athletic equipment. Establish policies and procedures for the issuance, maintenance, and storage of athletic equipment.

• Ensure NOCSAE standards are followed for fitting of equipment. Consult with coaches to establish equipment needs. Evaluate and recommend the replacement of athletic equipment and uniforms based on NOCSAE standards.

• Negotiate with vendors and establish pricing and terms for contracts.

• Monitor proper use of University logos on athletic apparel in accordance with licensing regulations. Work with internal staff, vendors and agencies to resolve logo and licensing issues.

• Represent the department at University, local and national meetings and committees.

• 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 three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in management of athletic equipment and include at least one (1) year of supervision. Must be eligible for certification by the Athletic equipment Managers Association.

Last updated: July 2010