Title: Director, Main Street & Campus Recreation Operations

Pay Scale Group: 21

Essential Function
Under general supervision from a designated administrator, provide administration and management of Main Street Operations and the Campus Recreation Center (CRC).

Characteristic Duties
- Provides strategic and operational oversight of the CRC and Main Street Operations.
- Develop and monitor operational and capital budgets. Project and monitor budget to achieve revenue and profitability goals. Responsible for the distribution of Main Street programming funds.
- Direct and develop programming efforts for Campus Services; foster business relationships with local organizations and businesses (e.g., University Hospital, Hoxworth, PNC Bank etc).
- Serve as liaison for various vendors and contract operations (e.g., retail lease space, ATM/banks, quick-serve restaurant tenants, caterers, housekeeping, maintenance, etc.).
- Develop long-term and short-term strategic plans, set annual goals and objectives, and monitor progress.
- Develop and coordinate marketing and promotional plans initiatives.
- Ensure regular activity is scheduled to energize campus community and Main Street venues to enhance educational experience and to develop regular traffic to auxiliary venues.
- Direct the housekeeping, maintenance, security and staffing needs of the CRC and Main Street.
- Provide monthly, quarterly and annual reports.
- Develop and administer policies and procedures; serve as member on University-wide committees.
- Provide direct supervision to exempt and non-exempt staff (e.g., 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, Marketing or a related field. Experience must include at least three (3) years supervision.

New: January 2012