Title: Supervisor, Athletic Equipment

Pay Scale Group: 15

Essential Function
Under general supervision from designated administrator, supervise and manage athletic equipment for all sports.

Characteristic Duties
- Supervise and manage the overall operation of equipment facilities for Athletics Department. Ensure that facilities are maintained, machinery is repaired/replaced and that NCAA and conference rules (as they apply to equipment), and OSHA standards are followed.

- Prepare equipment budget for assigned sports, and review the overall equipment budget. Responsible for the overall purchasing of equipment. Coordinate the replacement of equipment with adherence to national equipment standards.

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

- Responsible for fitting of equipment.

- Consult with coaches to establish equipment needs. Evaluate and recommend the replacement of athletic equipment and uniforms based on national safety standards.

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

- Maintain repair specialty equipment.

- Coordinate the travel plans for football equipment.

- Monitor proper use of University logos on athletic apparel in accordance with licensing regulations. Work with 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 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: January 2007