**Definition of Class**
This professional position oversees the day-to-day operations of athletic grounds and facilities, event management, budgets for athletic facilities, and capital building projects. The incumbent develops and implements current and long term plans to ensure the efficient maintenance and operation of athletic venues, capital improvement building projects, resolution of external fan management issues, organizational structure and staffing, budget utilization, and event management. This position reports to the Sr. Executive Associate Athletics Director.

**Examples of Work Performed**
Maintains interface with auxiliaries and local agencies of the University and Community to facilitate and direct capital improvement projects.

Serves as lead manager for capital improvements and lead contact for architects and construction foreman. Meets with mayor and city planners.

Oversees athletic grounds maintenance, equipment procedures, facility needs, policies and procedures, and personnel.

Communicates with business office to maintain a running balance of expenditures. Reviews and makes determinations for purchase requisitions and budget requests.

Establishes methods for cost efficiency and cost reduction, develops cost analysis and efficiency planning, and determines budget needs for future needs and day-to-day capital.

Reviews procedures to establish maintenance of equipment and facilities.

Establishes methods and organizational structure for facility and event management.

Manages the security of all athletic venues and facilities.

Reviews overall work schedules related to athletic events.

Recommends with Facilities Planning contracts proposed.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees day-to-day operation of Athletics facilities and event management.
2. Maintains and reviews the budget for Athletics equipment, facilities, and maintenance.
3. Reviews and approves all purchase requisitions related to facilities, facility maintenance, and equipment.

4. Develops current and long-range plans to ensure the efficient maintenance and operation of Athletics facilities.

5. Oversees the performance of personnel as designated by the Athletics Director.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to stand; walk; sit; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools, or controls; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university.

**AND**

**Experience:**
Five (5) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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