JOB DESCRIPTION

Associate Athletic Director for Facility Operations

Definition of Class
This is a professional position in which the incumbent ensures efficient operation and maintenance of athletic equipment and facilities. The incumbent will exercise discretion and independent judgment in the day to day operations of all athletic facilities and event management. This position reports to the Executive Associate Athletics Director.

Examples of Work Performed
Reviews purchase requisitions and budget requests.

Interfaces with personnel regarding policies and conditions as needed.

Establishes methods for cost efficiency and cost reduction.

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

Communicates with business office to maintain a running balance of expenditures.

Communicates with supervisors to ensure needs are met.

Establishes methods and organizational structures facility and event management.

Reviews procedures to establish maintenance of equipment and facilities.

Develops cost analysis and efficiency planning.

Reviews overall work schedules related to athletic events.

Develops the need of athletic department’s budget for future needs.

Recommends with facilities planning contracts proposed.

Performs similar or related duties as assigned or required.

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

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 the performance of personnel as designated by the Athletics Director.
2. Maintains and reviews the budget for athletic equipment, facilities, and maintenance.
3. Maintains interface with supervisors of departments within the athletic division.
4. Reviews and approves all purchase requisitions related to facilities, facility maintenance, and equipment.
5. Develops current and long-range plans to ensure the efficient maintenance and operation of athletic facilities.
6. Oversees day-to-day operation of facilities and event management.
7. Maintains interface with other auxiliaries of the University that work units are completed as requested by the
athletic department.

8. Manages the security of all athletic venues and facilities.

**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:**
Three (3) 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.

**Background Check Requirements**
This position requires a background check upon hire.

**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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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.