Assistant Director of Equipment Operations and Indoor Practice Facility Services

Definition of Class
This is a supervisory position in which the incumbent is responsible for monitoring all aspects of equipment operations in accordance with National Collegiate Athletic Association (NCAA) and SEC rules for Intercollegiate Athletics. Duties involve the coordination of equipment operations and maintenance of athletic equipment and the development of budget recommendations for equipment maintenance and personnel support. Incumbent negotiates contracts with athletic vendors, frequently makes decision by exercising discretion and independent judgment, and manages services of the Indoor Practice Facility.

Examples of Work Performed
Oversees the bid specifications for all athletic equipment and ensures that purchases are made within state purchasing laws. Coordinates the selection of manufacturers for the purchase of equipment and evaluates bids as they relate to cost and quality, as well as, service and delivery schedules.

Assists coaches in developing budget requests for equipment. In conjunction with the business office, monitors the actual purchase price of equipment as compared to the sport’s budget. Communicates with coaches and the Athletic Business Office when concerns arise regarding budget limitations.

Assists all coaching staff in providing appropriate staffing of athletic equipment rooms to meet the needs of all athletic teams.

Develops expertise with all safety equipment and stays current on all safety trends as they relate to athletic equipment.

Oversees and develops procedures for the inspection of all athletic equipment to ensure high quality.

Coordinates security check procedures for the Indoor Practice Facility, which includes set-up, distribution, and monitoring of access card system.

Assists in budget planning and recommendations for facility services of the Indoor Practice Facility and monitors all operational expenses.

Acts as official liaison with athletic, university, and outside constituencies regarding coordination and scheduling of activities within Indoor Practice Facility.

Recommends policies and procedures for usage of the Indoor Practice Facility.

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 bid specifications, purchasing, and vendor selection for all athletic equipment purchases.
2. Recommends policies and procedures for usage of Indoor Practice Facility.
3. Coordinates security for Indoor Practice Facility.

4. Coordinates equipment operations and maintenance of athletic equipment.

**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 10 pounds.

- **Vision:** Vision requirements for 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 frequently required to talk and hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to sit. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

- **Experience:** Two (2) 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.

Rev: 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity>Title VI/Title VII/Title IX/504/ADA/ADEA employer. 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.*