Definition of Class
This is a supervisory position in which incumbent performs duties associated with the operation and maintenance of athletic fields and equipment. Incumbent is also responsible for providing budgeting information for the purchase and maintenance of equipment, field maintenance, and personnel support.

Examples of Work Performed
Directs and oversees the purchasing, inventory, distribution, and maintenance of all athletic equipment for the department.

Ensures that purchases are made within state purchasing laws. Selects manufacturer for the purchase of equipment.

Performs administrative duties associated with preparing items for purchases and payments.

Orders all athletic equipment and inspects equipment to ensure high quality.

Stays abreast of athletic equipment and recommends the best brands.

Acts as liaison with athletic companies to inform them of equipment needs.

Performs routine security checks on athletic facilities.

Schedules events for the Starnes Center.

Supervises and organizes work schedules for equipment managers, maintenance staff, and student employees. Trains student employees on practice and game set-up; procedures for the equipment room; and distributing equipment.

Monitors and schedules maintenance checks of laundry facilities to ensure laundry is completed in a timely manner and the equipment is running properly.

Coordinates the fitting of football players’ equipment to prevent injuries.

Monitors permanent checklist to ensure all equipment is available for athletic events.

Plans and oversees budgets for athletic equipment, athletic fields and personnel. Forecasts the amount of equipment needed on a yearly basis.

Organizes transportation for team and equipment.

Ensures work unit is current on rule changes, NCAA, and University policies.

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. Directs and oversees the purchasing, inventory, distribution, and maintenance of all athletic equipment for the department.

2. Develops, implements, and monitors the overall athletic equipment budget.
3. Ensures compliance with rule changes, NCAA, and University policies.

4. Supervises athletic equipment staff.

**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; and talk and hear. The incumbent is occasionally required to sit and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university.
  
  **AND**
  
  **Experience:** One (1) year of experience related to the above described duties.
  
  **AND**
  
  **Licensure:** Incumbent must have a valid Mississippi Driver’s License.
  
  **AND**
  
  **Certification:** Must be eligible for certification with the Athletic Equipment Manager Association (AEMA) within 24 months of service.
  
  **Substitution Statement:** Related education and related experience may be substituted on a basis set forth 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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