

Spec. Code: 3685
Occ. Area 03
Work Area: 078
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 12/01/17
Last Action Rev.

MANAGER OF SPORTS FACILITIES

Function of Job

Under the direction of the designated supervisor, manage operations and maintain sport facilities.

Characteristic Duties and Responsibilities

An Athletic Facilities Manager typically

1. supervises and coordinates the operations of Intercollegiate Athletic Departmental Athletic fields and venues;
2. maintains usage schedules for all athletic fields and venues;
3. serves as liaison with facility operation and grounds for the maintenance and general supplies for all athletic fields and venues;
4. provides and coordinates necessary security for usage of athletic fields and maintain entrances and exits to assure doors are secured;
5. works with the Compliance Director to assure that all related (OSHA, NCAA, etc.,) rules and regulations are followed with regard to athletic fields and venues;
6. supervises staff and students on all set-ups, take-downs and staging for special events on athletics fields and venues;
7. works closely with coaches and sport liaisons on sport facility and venue needs;
8. adheres to all University, NCAA rules and regulations;
9. supervises and coordinates all equipment and facilities services;
10. coordinates all sport specific equipment daily operations, including incoming and outgoing shipments. Must be able to lift and move 50 pounds on a regular basis. Report all work order needs to Director of Facilities;
11. prepares and sets up facilities for activities for football team practice and game preparation that occur on most days of the week, requiring decision making and conflict resolution;

12. provides a safe and risk-free environment for all facility and program participants;
13. enforces policies and procedures to ensure the efficient operation of all programs and events in the facility;
14. ensures all moneys are delivered and received during opening procedures of the facility;
15. provides on-going training and experience opportunities for all employees who wish to advance their skills or knowledge;
16. coordinates building and department policy and procedures in cooperation with other building occupants;
17. cooperates with other constituents in matters where recreation facilities or programs are involved in joint activities;
18. acts as a liaison via submission of work orders and communication with building service workers regarding facility operations on both a day-to-day and long term basis;
19. promotes the Campus Recreation program to all university and community members;
20. serves on any departmental or university committees as assigned;
21. represents the Campus Recreation unit and the university at meetings, clinics, and conferences as designed;
22. performs duties as assigned and assist with special projects.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's Degree in Campus Recreation or Athletics, Sports Management, Business Administration, or closely related field.
OR
(B) Three years of responsible experience in the maintenance and operation of sports facilities (such as intercollegiate, recreational, or intramural facilities), two of which were in a supervisory capacity.
2. One year of experience in the management of sports facilities, in addition to the training/experience required in #1.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of operation procedures of recreational facilities or comparable facilities.

2. Knowledge and background of recreation and fitness programs.
3. Knowledge and experience in planning, prioritizing, and organizing a complex workload.
4. Knowledge of equipment standards and inventory records process.
5. Knowledge of NCAA, conference and institutional rules and regulations.
6. Skills in leadership and management.
7. Skills in budget development, facility management, personnel, training, and program development.
8. Ability to train, assign, supervise, and evaluate the work of others.
9. Ability to effectively communicate through oral, written, and electronic forms.
10. Ability to identify problems, evaluate alternatives, and implement effective solutions.
11. Ability to establish and maintain a good rapport with university faculty, staff, students, and the general public.