
Auburn University Job Description

Job Title: **Dir, Equipment Operations**

Job Family: No Family

Job Code: **BA07**

Grade 35: \$50,900 - \$84,800

FLSA status: Exempt

Job Summary

Responsible for the overall purchasing and distribution of athletic equipment for student-athletes and coaches.

Essential Functions

1. Oversees the football team inventory and purchases athletic equipment and clothing for practice and game day.
2. Coordinates promotional contracts with equipment and jersey manufacturers.
3. Supervises the laundering of uniforms and equipment.
4. Ensures all necessary and required student-athlete equipment is at the game and practice locations.
5. Manages the sideline communication system for athletic coaches by ensuring lines and cords are free from obstructions and, if needed, notifies proper technicians for repair.
6. Receives, inventories, and distributes all incoming equipment and uniform freight shipments for the Athletics Department.
7. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or a related field.
Experience (yrs.)	4	Experience in purchasing, maintaining, and stocking athletic equipment

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of sports equipment and protective gear needs and uses related to student athletics.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/16/2011
