
Auburn University Job Description

Job Title:	Asst AD, Facilities	Level I	Grade 36 \$58,500 - \$97,600
Job Code:	BA22	Level II	Grade 37 \$67,300 - \$112,100
FLSA status:	Exempt		

Job Summary

Directs and oversees event management, game day operations and all aspects of facilities management for all Athletic Facilities located on the campus of Auburn University.

Essential Functions

1. Directs and oversees the operations of all Athletic Facilities and all Athletic Grounds.
2. Develops and oversees the annual budget for facilities operations and maintenance.
3. Oversees all event management to include game day operations for all sports.
4. Directs renovation and construction projects for all Athletic Facilities.
5. Oversees the scheduling of all Athletic Facilities for all sports and other events.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelors degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position plus 5 years of experience.
- Level II** Bachelors degree in discipline appropriate to position plus 7 years of experience.
Experience must include 2 years of experience at the preceding level or equivalent.

Focus of Education

Degree in Management, Business Administration, Building Science, Sports Administration or related field

Focus of Experience

Experience in facilities and sport event coordination and/or management, preferably within a institution of higher education

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; may include frequent heavy travel and/or unanticipated irregular work hours; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 2/26/2009
