



JOB INFORMATION

Job Code	AE66
Job Description Title	Dir, Recreation Facilities & Operations
Pay Grade	SR12
Range Minimum	\$66,890
33rd %	\$84,730
Range Midpoint	\$93,640
67th %	\$102,560
Range Maximum	\$120,400
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/14/2014

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Directs and oversees recreational services, equipment, facilities, and materials for recreational services, as well as ensures compliance with risk management.

RESPONSIBILITIES

- Directs the day-to-day operations of the Recreation and Wellness Center.
- Provides leadership and direction to an organizational structure to include recreational programs, maintenance and operations, and aquatics programs.
- Develops and manages the departmental budget for assigned programs.
- Develops and implements policies and procedural manuals to address risk management issues, and provides guidance to staff in delivery of center programs.
- Collaborates with students and other campus stakeholders to implement recreation and wellness programs to increase student, faculty, and staff recreation involvement, in addition to emphasizing employee and student wellness.
- Plans and directs the facility maintenance and repair program.
- Directs the development of strategic long- and short-term goals for assigned areas.
- Responsible for the operation and maintenance of all assigned electronic equipment assigned to the facility.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
----------------------------	---

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, Sports Management or related field	and	6 years of	Experience in supervising university or corporate health/fitness programs	

Substitutions Allowed for Experience

Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation, sports management/administration and facility operations.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Cardiopulmonary Resuscitation (CPR)		Upon Hire	Required	And
	AED (automated external defibrillator)	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.