
Auburn University Job Description

Job Title: **Assoc Dir, Rec Fac and Prog**

Job Family: No Family

Job Code: **AE48**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Directs and oversees sports programs, membership programs, day-to-day operations of the building and building maintenance segments of Campus Recreation.

Essential Functions

1. Oversees and monitors the planning and review of budgets, programs, strategies, events, and schedules for assigned Campus Recreation programs.
2. Oversees the day-to-day operations of the Recreation and Wellness Center.
3. Directs, establishes, and reinforces the safety and usability of the Recreation and Wellness Center through oversight and scheduling of the facility.
4. Identifies maintenance problems throughout the building and oversees minor maintenance work or schedules work with facilities staff to resolve problems.
5. Responsible for ensuring that all of the audio/visual and electronic equipment is available when requested and is in a usable condition.
6. Oversees the custodial staff ensuring that the cleanliness and sanitary conditions of the building are maintained.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Health, Physical Education, Recreation, Sports Administration, or related field.
Experience (yrs.)	9	Experience in event planning, scheduling and coordination and facility operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

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 recreation, sports management/administration and facility operations.

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, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 9/17/2014
