
Auburn University Job Description

Job Title: **Assoc AD, Equipment Operations**

Job Family: No Family

Job Code: **BA07**

Grade AT10 \$75,400 - \$135,700

FLSA status: Exempt

Job Summary

Directs equipment operations for all intercollegiate sports programs and several administrative units. Serves as the primary major sports equipment manager.

Essential Functions

1. Directs equipment operations for all intercollegiate sports programs and several administrative units and serves as the primary major sports equipment manager. Ensures that athletic equipment and uniforms, and laundry, sewing and other repair equipment are maintained, and that NCAA and Southeastern Conference (SEC) rules, as they apply to athletic equipment, and OSHA standards are followed.
2. Directs major sports equipment operations. Ensures coaches and team members are properly outfitted for competition and practice. Coordinates travel plans for major sports equipment for away games.
3. Prepares and manages equipment budget for all sports. Responsible for purchasing equipment and uniforms. Coordinates the replacement of equipment and uniforms with adherence to NCAA and NOCSAE standards.
4. Maintains inventory of all athletic equipment. Establish policies and procedures for the issuance, maintenance and storage of athletic equipment.
5. Ensures NOCSAE standards are followed for fitting of equipment. Consults with coaches to establish equipment needs. Evaluates and recommends the replacement of athletic equipment and uniforms based on NOCSAE standards.
6. Negotiates with vendors and establishes pricing and terms for contracts.
7. Monitors proper use of University logos on athletic apparel in accordance with licensing regulations. Works with internal staff, vendors and agencies to resolve logo and licensing issues.
8. Represents the department at university, local and national meetings and committees.
9. Manages department staff to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring/firing decisions.

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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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.)	8	Experience in purchasing, maintaining, and stocking athletic equipment

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 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: 12/15/2016
