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## Auburn University Job Description

Job Title: **Assoc AD, Facilities**

Job Family: No Family

Job Code: **BA38**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### Job Summary

Directs and has primary responsibility for overseeing 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.
6. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### 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>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Building Science, Sports Administration or related field
<b>Experience (yrs.)</b>	8	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.

#### Minimum Required Knowledge

Knowledge of facility management, operations and maintenance, and budgeting practices.

#### Certification or Licensure Requirements

None Required.

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### 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; 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: 11/10/2010

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