
Auburn University Job Description

Job Title: **Chief Operating Officer, Ath**

Job Family: No Family

Job Code: **BA60**

Unclassified

FLSA status: Exempt

Job Summary

Directs the overall planning, implementation, administration, direction, supervision, and day-to-day operations of the Athletic Department.

Essential Functions

1. Supports and enhances the mission of the Auburn University Athletic Department.
2. Assists the Athletic Director in shaping and developing goals for the Athletic Department and establishing appropriate performance goals for each area.
3. Serves as key advisor to the Athletic Director.
4. Serves as the top official of the Athletic Department in the absence of the Director of Athletics.
5. Develops budgets, policies, procedures, systems, and activities to support the mission of the Athletic Department.
6. Assists the Athletic Department on special projects.
7. Works in conjunction with the CFO on financial projections, strategic budgeting, and forecasting.

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 Management, Business Administration, Public Administration, Sports Administration, or related field
Experience (yrs.)	10	Experience in a senior executive management role in operational and administrative management of a business enterprise

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 budget planning, strategic planning, fiscal management, and operational management

Certification or Licensure Requirements

None Required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, sitting, reaching, talking, hearing, .

Job occasionally requires walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 7/16/2013
