

**ATHLETICS – FACILITIES, OPERATIONS AND PROGRAMS**

Job Classification

Adopted: July 22, 2007

Revised: July 1, 2009

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- Develop and implement marketing strategies to promote products and services
- Develop and maintain budgets
- Supervise staff

### LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, the scope, complexity, and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level.

Additional education or experience may be desirable for some positions.

#### Level 1

PCLS: 06461

Grade 76

Non-Exempt

#### ***Descriptors***

Work is performed under intermittent supervision. Responsible for the day-to-day operation and maintenance of sports or recreational facility and related programs that are limited in complexity\* AND scope\*. Open and secure athletics complex. Issue equipment and ensure retrieval. Maintain schedule for department events. Maintain and make repairs to equipment, clothing and perform minor repairs to facility. Analyze equipment serviceability and performance. Recommend improvements and purchases. Assist users in safe operation of equipment. Assist with special events and responsible for set-up and takedown of equipment for rentals, recreation and classes. Attend to mechanical emergencies and report problems. Respond to injuries in facilities and provide care and first aid. Maintain cleanliness of facility and enforce rules. Complete appropriate documentation. May have limited budget and procurement responsibility. Supervise\*\* students. This level is distinguished from higher levels by limited responsibility for equipment and/or facilities.

#### ***Knowledge, Skills, and Abilities***

Knowledge of athletic equipment. Knowledge of emergency procedures and protocols. Knowledge of University procurement procedures. Inventory, organizational, and problem solving skills. Interpersonal and communication skills. Customer service skills. Basic computer skills. Fiscal, cash handling and reconciliation skills. Ability to perform basic repairs and adjustments and maintenance to equipment. Ability to operate specialized equipment. Ability to supervise\*\* students.

#### ***Education and Experience***

High school education and one year relevant experience, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-borne Pathogen and Lifeguard certification).

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**Level 2**

**PCLS: 06462**

**Grade 77**

**Non-Exempt**

***Descriptors***

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of risk management practices. Knowledge of university recreation. Strong fiscal skills. Ability to supervise\*\* staff.

### ***Education and Experience***

Bachelor's degree in physical education, recreation or related field, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-born Pathogen and Lifeguard certification).

**Level 4**  
**PCLS: 06464**

**Grade 79**  
**Exempt**

### ***Descriptors***

Work is performed under general direction. Direct and manage campus-wide sports and recreational facilities that are large in complexity\* AND scope\*. Oversee and plan daily operations of multiple units. Is considered an expert resource. Assist in strategic planning and developing rules and regulations for campus-wide programs and facilities. Serve as spokesperson for department. Provide training to staff. Resolve customer complaints and sensitive issues. Supervise\*\* staff. This level is distinguished from lower levels by the responsibility for campus-wide recreation facilities and programs that are large in scope\* AND complexity\*.

### ***Knowledge, Skills, and Abilities***

Same as level three, plus: Expert knowledge of intramural/extramural and recreational sports programs and management. Advanced knowledge of sports. Diplomacy and conflict resolution skills. Ability to manage recreational facilities that are large in scope\* and complexity\*. Ability to participate in strategic planning.

### ***Education and Experience***

Bachelor's degree in physical education, recreation or related field and two years relevant experience, or an equivalent combination of training and experience. Professional licensure or certification may be required that is commensurate with the appropriate level (e.g. First Aid, CPR, AED, Blood-born Pathogen and Lifeguard certification).

**Level 5**  
**PCLS: 06465**

**Grade 80**  
**Exempt**

### ***Descriptors***

Work is performed under long-range administrative direction. Provide overall administration and accountability for campus-wide comprehensive sports/recreation facilities that are the most complex\* and have the largest scope\*. Develop marketing and promotion of facilities, programs and services. Provide leadership in the growth and development of facilities and programs. Has overall authority to establish rules and regulations for programs and facilities. Develop processes and participate in the long-range and strategic planning process. Direct all budget and fiscal operations. Serve as spokesperson for department. Direct all budget and fiscal operations.

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Typically a second-line supervisor\*\*. This level is distinguished from previous levels by overall responsibility for campus-wide sports/recreational facilities and operations, serving as a second-line supervisor\*\*, and participating in strategic planning for larger reporting unit.

### ***Knowledge, Skills, and Abilities***

Same as level four, plus: Strong marketing and fiscal skills. Project management and contract