AUBURN
Human Resources

# Dir, Recreation Facilities & Operations

Job Description

## JOB INFORMATION

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| Job Code | AE66 |
| Job Description Title | Dir, Recreation Facilities & Operations |
| Pay Grade | SR12 |
| Range Minimum | $66,890 |
| 33rd % | $84,730 |
| Range Midpoint | $93,640 |
| 67th % | $102,560 |
| Range Maximum | $120,400 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 169 SVP for Student Affairs |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/14/2014 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Student Resources |
| Job Function: | Campus Recreation |

## JOB SUMMARY

Directs and oversees recreational services, equipment, facilities, and materials for recreational services, as well as ensures compliance with risk management.

## RESPONSIBILITIES

- Directs the day-to-day operations of the Recreation and Wellness Center.
- Provides leadership and direction to an organizational structure to include recreational programs, maintenance and operations, and aquatics programs.
- Develops and manages the departmental budget for assigned programs.
- Develops and implements policies and procedural manuals to address risk management issues, and provides guidance to staff in delivery of center programs.
- Collaborates with students and other campus stakeholders to implement recreation and wellness programs to increase student, faculty, and staff recreation involvement, in addition to emphasizing employee and student wellness.
- Plans and directs the facility maintenance and repair program.
- Directs the development of strategic long- and short-term goals for assigned areas.
- Responsible for the operation and maintenance of all assigned electronic equipment assigned to the facility.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | Supervises others with full supervisory responsibility. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Master's Degree | Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, Sports Management or related field | and | 6 years of | Experience in supervising university or corporate health/fitness programs | |

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| Substitutions Allowed for Experience | Yes |

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation, sports management/administration and facility operations.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| Cardiopulmonary Resuscitation (CPR) | | Upon Hire | Required | And |
| | AED (automated external defibrillator) | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | | X | |
| Extreme heat | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Humidity | | | | X | |
| Wet | | | | X | |
| Noise | | | | X | |
| Hazards | | | | X | |
| Temperature Change | | | | X | |
| Atmospheric Conditions | | | | X | |
| Vibration | | | | X | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |