AUBURN
Human Resources

Assoc AD, Equipment Operations

Job Description

JOB INFORMATION

Job Code	BA07
Job Description Title	Assoc AD, Equipment Operations
Pay Grade	AT10
Range Minimum	$83,800
33rd %	$106,140
Range Midpoint	$117,310
67th %	$128,490
Range Maximum	$150,830
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/20/2019 9:44:43 PM
Legacy Date Last Edited	12/15/2016

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Equipment

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Maintains inventory of all athletic equipment. Establish policies and procedures for the issuance, maintenance and storage of athletic equipment.
- 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.
- Negotiates with vendors and establishes pricing and terms for contracts.
- 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.
- Represents the department at university, local and national meetings and committees.
- Manages department staff to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring/firing decisions.

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

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.

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	
Bachelor's Degree	Degree in Sports Management, Sports Administration, Business Administration, Management, or a related field.	and	8 years of	Experience in purchasing, maintaining, and stocking athletic equipment	

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 sports equipment and protective gear needs and uses related to student athletics.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

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	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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