AUBURN
Human Resources

Dir, Equipment Operations - Football

Job Description

JOB INFORMATION

Job Code	BA76
Job Description Title	Dir, Equipment Operations - Football
Pay Grade	AT07
Range Minimum	$55,920
33rd %	$68,970
Range Midpoint	$75,490
67th %	$82,020
Range Maximum	$95,070
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	9/17/2025 3:10:19 PM

JOB FAMILY AND FUNCTION

Job Family:	Athletics
Job Function:	Athletics Equipment

JOB SUMMARY

Provides operational leadership and oversight of all football equipment operations and administration, ensuring athletes and staff are fully equipped and supported for both practice and competition. Ensures full compliance with NCAA, SEC, NOCSAE, OSHA, and university standards while overseeing outfitting, inventory control, logistics, budgeting, and staff development. Leads a team of equipment professionals and student workers, driving performance through structured training, evaluation, and leadership growth. Collaborates closely with the Director of Olympic Sports Equipment to jointly manage the broader Equipment Department. This position plays a critical role in supporting the football program's competitive success and upholding the university's standards of excellence in athletics operations.

RESPONSIBILITIES

- Oversees all football equipment operations, ensuring athletic gear, uniforms, and repair tools are properly maintained and fully compliant with NCAA, SEC, NOCSAE, OSHA, and university standards. Responsibilities include inventory management, distribution, maintenance, and regulatory compliance to support the program’s operational excellence.
- Oversees outfitting for football practices and competitions; collaborates with football leadership to plan and execute equipment logistics for away game travel and team activities.
- Develops and manages the football equipment budget, overseeing the procurement and replacement of gear in alignment with institutional and regulatory standards. Administers the football program’s financial planning for equipment and collaborates on department-wide budget management to ensure fiscal responsibility and operational efficiency.
- Maintains comprehensive inventory for football equipment; establishes and enforces policies for equipment issuance, maintenance, and storage.
- Ensures proper fitting of football equipment; collaborates with coaches to assess needs and recommend replacements based on safety standards.
- Ensures proper use of university logos and branding on athletic apparel, resolving licensing issues with internal and external partners.
- Provides leadership for the football staff, including recruitment, training, and performance evaluations. Directs the student managers program for football and leads day-to-day operational activities. Prioritizes the intentional development of football equipment staff through a focus on service, teamwork, sound decision-making, and effective communication.

RESPONSIBILITIES

- Manages football shipping, receiving, and mail operations, ensuring timely and efficient handling of all equipment-related logistics. Manages associated budgets to support operational needs and maintain compliance with departmental standards.
- Leads Nike vendor management for the football program, including booking orders, allotment planning, and strategic purchasing decisions tailored to team needs. Collaborates with the Director of Olympic Sports Equipment Operations to establish budgets, allocate resources, and manage year-end closeout processes. Coordinates closely with senior leadership and the business office to ensure alignment with financial and operational goals.
- Reviews student-athlete revenue share lists monthly and enforces objective criteria for payment withholdings, confirming compliance.
- Serves as departmental representative at university, local, and national meetings and committees.
- Serves as the primary contact with the SEC Office regarding football equipment rule changes.
- Supports football operations strategic priorities such as recruiting events, equipment room tours, and departmental projects. Collaborates with Athletics Leadership on broader administrative needs and initiatives.

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	No specific discipline	and	5 years of	experience in equipment management operations for collegiate or professional sports teams.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of sports equipment and apparel, repair, care, and operations of equipment, and uses related to student athletics.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Athletics Equipment Managers Association (AEMA) certification	Upon Hire	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.

Travel Requirements:

In-State; Domestic; International