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## Auburn University Job Description

Job Title: **Dir, Rec Facilities & Ops**

Grade SR12 \$60,900 - \$109,600

Job Code: **AE66**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Campus Recreation

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### Job Summary

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

### Essential Functions

1. Directs the day-to-day operations of the Recreation and Wellness Center.
2. Provides leadership and direction to an organizational structure to include recreational programs, maintenance and operations, and aquatics programs.
3. Develops and manages the departmental budget for assigned programs.
4. Develops and implements policies and procedural manuals to address risk management issues, and provides guidance to staff in delivery of center programs.
5. 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.
6. Plans and directs the facility maintenance and repair program.
7. Directs the development of strategic long- and short-term goals for assigned areas.
8. Responsible for the operation and maintenance of all assigned electronic equipment assigned to the facility.

### 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>
<b>Education</b>	Master's Degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, Sports Management or related field
<b>Experience (yrs.)</b>	6	Experience in supervising university or corporate health/fitness programs

#### 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 recreation, sports management/administration and facility operations.

#### Certification or Licensure Requirements

CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) required.

#### Pre-Employment Screening Requirements

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 4/14/2014

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