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## Auburn University Job Description

Job Title:	<b>Dir, Aquatics Center</b>	Job Family:	No Family
Job Code:	<b>BA24</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Directs the operations, maintenance, and programming of the Aquatics Center to provide quality facilities for competitive, educational, and recreational swimming and diving events.

### Essential Functions

1. Assures optimum utilization of the facility and best level of customer service for users. Collaborates with user groups, Intercollegiate Athletics, Academics, and others to establish schedules, set levels of support, and determine policies and procedures
2. Exercises decision authority for interpretation and execution of University policy in matters of priorities, customer service levels, and scheduling. Primary individual accountable for facility's overall performance and public image.
3. Collaborates with Auburn University Swimming & Diving coaches and other Athletic Department staff concerning event day activities. Arranges the staffing for the administration of all events to assure the best image of the University is projected.
4. Attracts, promotes, and organizes special events and programs by contacting outside groups to present opportunities for using the facility. Meets with representatives of Southeastern Conference, NCAA, USA Swimming, USA Diving, and USA Masters.
5. Serves as supervisor to a staff of administrative, technical, and maintenance personnel by determining individual jobs, selecting, training, motivating, and evaluating to assure highest quality service for users.
6. Assures best financial management and control of chargeable labor, materials, and services for facility. Prepares budget recommendation and execution. Decides priorities for expenditure of funds.

### 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.

*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>	Four-year college degree	Degree in Management, Business Administration, or related field
<b>Experience (yrs.)</b>	5	Experience in designing and/or administering aquatics programming

#### 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 aquatic facilities management, operations, and maintenance. Knowledge of marketing and promotional practices.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/3/2012

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