



JOB INFORMATION

Job Code	BA38
Job Description Title	Assoc AD, Facilities
Pay Grade	FM19
Range Minimum	\$81,150
33rd %	\$102,790
Range Midpoint	\$113,610
67th %	\$124,430
Range Maximum	\$146,070
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2010

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Athletics Facilities

JOB SUMMARY

Directs and has primary responsibility for overseeing event management, game day operations and all aspects of facilities management for all Athletic Facilities located on the campus of Auburn University.

RESPONSIBILITIES

- Directs and oversees the operations of all Athletic Facilities and all Athletic Grounds.
- Develops and oversees the annual budget for facilities operations and maintenance.
- Oversees all event management to include game day operations for all sports.
- Directs renovation and construction projects for all Athletic Facilities.
- Oversees the scheduling of all Athletic Facilities for all sports and other events.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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 Management, Business Administration, Building Science, Sports	And	8 years of	Experience in facilities and sport event coordination and/or management, preferably within a institution of higher education	

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
	Administration or related field		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of facility management, operations and maintenance, and budgeting practices.

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.

