

**Family: Facilities and Operations**

**Level: AM2**

**Position Profile Title: Administrator 2-Facult/Ops Ath**

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

**PROFILE SUMMARY:**

Positions in this job profile perform supervisory and managerial work for multiple facilities and operations in the Athletics Department. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Position provides logistical management for athletic events. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristics of the Administrator 2-Facult/Ops Ath profile is the full responsibility for multiple facilities and operations; a subset of a division or department. Positions participate in the development of the overall division strategic vision and budget.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Creates and maintains Athletic Department Strategic plan for Capital Projects and provides direction for all facility projects, including maintenance.
2. Maintains all athletic facilities, including the management of all exterior fields, landscaping and grounds keeping.
3. Inspects all indoor and outdoor athletic venues to evaluate maintenance needs, including managing maintenance projects, purchasing, and compliance with conference game protocols and communication with all coaches and staff.
4. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.
5. Ensures compliance with University policy, state and federal regulations, and NCAA and PAC12 rules and regulations.
6. Advises executive leadership on efficiency and improvement of facilities operations.
7. Develops short and long range goals for all facilities operations functions of the department.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Department
- Direct team
- Vendors/Suppliers/Contractors
- Student/Parents

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- Other External Agencies and Institutions

**ACCOUNTABILITY:**

Results are defined by university and Athletic Department strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves department/unit budget and exceptions to program budget. Assists in the development of the division/college/overall organization

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

**TYPICAL REQUIREMENTS:**

Bachelor's degree in field related to assigned responsibilities or an equivalent combination of education and experience to perform the primary duties of the position.

5 years of full-time experience working as a Facilities and Operations Manager.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.