

Class Code:....0239-Rev
Position#:(PSA).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....12/04

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Athletics/Facility Management and Planning
DIVISION: Student Development
REPORTS TO: Associate Director, Athletics/Finance
GRADE: 14
SUPERVISES: Support staff

BASIC FUNCTION:

Responsible for facility management and planning with respect to the Athletic Department's intercollegiate, club and recreational sports programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With respect to all Athletic Department facilities (with the exception of the Ryan Center) for Intercollegiate, Club and Recreation programs:

Provide overall assessment and plan for upkeep of facilities, including buildings and playing/practice fields/sites; supervise service trades staff in the maintenance and cleaning of all facilities.

Provide regular assessment of playing surface conditions and make recommendations on the improvement/maintenance of same.

Plan and monitor budgets for facility operations and improvements.

Prepare the maintenance budget to determine the best use of funding for upkeep purposes.

Work directly with sports administrators (i.e., associate directors) and department heads to determine facility needs for events.

Assist the Director and senior staff in the planning of approved facility renovations and new construction projects.

Recommend and plan renovations and new construction projects.

Responsible for special operations/projects which may be on-going or short-term, and which require planning, coordination and supervision.

On behalf of the Department, coordinate work with other University departments, contractors, and vendors with respect to the operation,

renovation and maintenance of facility projects and the planning of future projects.

Serve as the Department's liaison with architectural firms.

Manage facility operational needs for home athletic events.

Recommend programs and policies for facility operations and develop systems to improve overall effectiveness.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Master's degree in recreation education or related field with a background in physical education, recreation or athletics required. Minimum of three years of experience in facility management required. Must possess the ability to communicate effectively verbally and in writing, and be able to organize, coordinate and supervise support staff. Must possess strong interpersonal skills.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.