Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

<table>
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<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
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</thead>
<tbody>
<tr>
<td>Student Affairs</td>
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<td>20830</td>
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<table>
<thead>
<tr>
<th>4. School/College/Department</th>
<th>5. Department Number:</th>
<th>6. Effective Date: (Personnel Use Only)</th>
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</thead>
<tbody>
<tr>
<td>Department of Campus Recreation</td>
<td>4328 000 71</td>
<td>Auxiliary</td>
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<tr>
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<td>PRES</td>
<td>Tallahassee</td>
<td>Leon</td>
<td>9427</td>
<td>Associate Director For Intramurals Campus Recreation</td>
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16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions:**

Reports to the Director of Recreation. Organizes, implements, and supervises a comprehensive Intramural Sports program for the university community. Recruits, trains, supervises, evaluates, and certifies time worked by all intramural employees. Responsible for program promotion, scheduling of team and individual sports, organization of special events, budget accountability; leadership training; risk management and liability issues. Coordinate all efforts related to field maintenance and preparations. Assists with operation facilities, evaluate and request facility needs, events planning and set-up and equipment.

**Specific Responsibilities**

- Ultimately responsible for all decisions regarding the recruitment, hiring, training, scheduling, and evaluation of all departmental personnel.
- Coordinates all in-house safety programs to include CPR and First Aid Response Programs.
- Works with the Department Coordinators to develop an annual budget that properly addresses the fiscal needs of the Department as they relate to growth and expansion, staffing issues, and equipment purchasing.
- Updates all manuals governing staff examinations, policies and procedures, risk management, and the training of recreational personnel.
- Responsible for the management of the University’s recreation facility, including all staff, operations, programs, and auxiliaries.
- Oversees the process of diversifying the offerings of the Department by working cooperatively with the Department Coordinators.
- Maintains collaborative relationships with departments and agencies, both on and off campus, for the purposes of enhancing and expanding the programs of the Department.
- Responsible for program promotion, securing sponsorship, developing marketing or publicity strategies, and all other duties necessary to ensure the success of all special and regular activities offered through the Department.
- Coordinates all efforts related to the maintenance, repair, and procurement of facilities and equipment.
- Ensures that all staff members are aware of and adhering to all policies of the University and Department.
- Evaluates the programs of the Department and works with the staff, advocacy groups, Student Government Association, and customers to determine areas of deficiency as well as steps to remedy any problems.

16B. Marginal Functions of the Job

Facilitate provisions of other support services outside of department such as access to financial aid and scholarships, participation in division or university projects.
16C. Program Direction and Development -
Directly responsible for the day-to-day operations of the Intramural Sports program: Planning a diversified program of Intramural activities based on determined interest, time, and facility limitations. Introduce new innovative programs and activities to members of the university community. Coordinate pertinent data to disseminate to interested units/individuals orientation sessions, residence hall meetings, fraternity and sorority meetings and general interest sessions in conjunction with departments/programs. Maintain up-to-date statistics on individual participation of intramurals.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Daily contact with all elements of the University community, including students, faculty, staff and other personnel support services. Counterparts with Tallahassee Community college, other educational institutions and athletic Officials. Contact is also made with local and regional business for the purpose of obtaining support for special events.

17. POLICY MAKING INTERPRATION:
Assists the Director in developing and implementing rules and regulations governing entire Intramural Sports Programs. Coordinates with Associate Director and staff to initiate, implement, and manage change and Improvements of the Intramural program. Assists in the coordination of design, development, evaluation and interpretation of policies and procedures for the Intramural and Recreational sports. Assists the Associate Director in the implementation of departmental policies. Responsible for adhering to all guidelines and policies of the SUS and Florida A&M University.

18. SUPERVISOR’S POSITION:
The Director exercises independent judgment and discretion in the operation and administration of the Department and its programs. This position is given general guidelines and reporting directives. The Director reports directly to the Associate Vice President of Student Affairs. Supervision is via one-on-one session(s) and staff meetings.

Recruits, hires, trains, schedules and evaluates all personnel related to the Department. Such personnel will include Intramural Coordinator, Fitness Center Supervisor, Administrative Assistant and student workers.

19. SUBORDINATE UNITS:
State organizational units under your direct supervision; include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary.

<table>
<thead>
<tr>
<th>Number</th>
<th>Class Code</th>
<th>Class Title</th>
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<tr>
<td>00000</td>
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<td>Intramural Coordinator</td>
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<td>Office Manager</td>
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<td>Marketing Coordinator</td>
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20. MONETARY RESPONSIBILITY:
Assist Associate Director with fiscal needs, staffing, and equipment purchasing for Intramural and Recreational Sports.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA
The disclosure of which would be prejudicial to the successful operation of the University.

Responsible for handling confidential data in certain situations. In these instances, the employees must adhere to the laws relating to the confidentiality on information on students and staff evaluations.

22. KNOWLEDGE/SKILLS/ABILITIES:
Evening and weekend hours are frequently required due to the nature of activities. Tireless, Initiative, and flexibility must be able to respond swiftly and appropriately to extraneous situations and injuries which occur during recreational activities. Must be physically able to lift/move heavy loads as related to gymnasium/field set-up and breakdown. Bachelor’s degree in Recreation, Physical Education, Sports Management or related field. Two years experience in Recreational intramural programming at collegiate level.
22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications:

- Bachelor's degree in related field and eight years of relevant experience
- Must possess strong interpersonal skills with emphasis on the ability to communicate with the public in a tactful and courteous manner.
- Must also exhibit strong supervisory skills necessary to manage all fiscal, programming and personnel issues of the department.
- Understanding of rules, regulations, policies, and procedures along with the ability to enforce them when applicable.
- Ability to plan, organize, coordinate, and delegate work assignments.
- Strong customer service orientation necessary in addressing the needs of the University Community.
- Familiarity with departmental and university operations to better serve the organization and its clientele.
- Other duties as requested by the Associate Vice-President

Preferred Qualifications:

- Master's degree in related field and six years of relevant experience
- CRSS certification preferred
- Must possess strong interpersonal skills with emphasis on the ability to communicate with the public in a tactful and courteous manner.
- Must also exhibit strong supervisory skills necessary to manage all fiscal, programming and personnel issues of the department.
- Understanding of rules, regulations, policies, and procedures along with the ability to enforce them when applicable.
- Ability to plan, organize, coordinate, and delegate work assignments.
- Strong customer service orientation necessary in addressing the needs of the University Community.
- Familiarity with departmental and university operations to better serve the organization and its clientele.
- Other duties as requested by the Associate Vice-President

REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply. This position requires:

- A background check and/or fingerprinting. Florida Statutes.
- A childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below. Licensed or licensed-eligible as a psychologist in Florida upon hire. If licensed-eligible, must obtain license within one year of hire.

24. SIGNATURES:

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<tr>
<th>Incumbent</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Immediate Supervisor</td>
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<td>Date</td>
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<tr>
<td>Reviewing Officer</td>
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