



Senior Director, Athletic Operations & Facilities Job Description

JOB INFORMATION

<i>Job Code:</i>	131160
<i>Job Title:</i>	Senior Director, Athletic Operations & Facilities
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Athletics Coaching/Program Management Operations
<i>Job Family Group:</i>	Athletics
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Provides day-to-day leadership, oversight and management of operations, activities, staff, and facilities for USC Athletics facilities. Oversees the athletic department's capital projects and supports game and event coordination and implementation. Develops short-and long-term budgets and oversees the execution of all relevant contract agreements. Maintains currency with, understands, and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree	Management	Or
	X	Master's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years	of managerial experience in facilities development, operations and maintenance.	
	X	10 years		
	X	5 years	of experience in a collegiate athletics department.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong leadership skills, communication, training, and management skills with ability to develop cross-functional teams and partnerships.
X		Thorough understanding of financial analysis and reporting techniques, contracts and grants administration.
X		Strong communication and organizational skills and demonstrated knowledge of NCAA rules and regulations.
X		Proven project and budget management experience with driven financial results.
X		Ability to analyze data, interpret and apply legislation, develop systems and standard operating procedures, and manage risk based on data and statistics.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides day-to-day leadership, oversight and management of operations, activities, staff, and facilities for USC Athletics facilities (e.g., Galen Center, Memorial Coliseum, John McKay Center, Little Galen Dining), ensuring that the departments therein have effective administrative policies and procedures. Establishes goals, priorities, standards and schedules and assesses performance against these measures. Directly or indirectly manages all assigned staff, usually through subordinate directors, managers and supervisors. Administers use of facilities, equipment and space, as well as maintenance and repair of existing facilities and equipment.				
Oversees and provides day-to-day leadership, oversight, and management of operations, activities, and staff for the USC Athletics equipment room. Establishes goals, priorities, standards and schedules and assess performance against these measures. Directly or indirectly manages all assigned staff.				
Oversees and maintains responsibility for USC Athletics' capital projects and directs special project management as assigned. Develops, promotes, and monitors an energy management policy to obtain the most cost-effective operation of university facilities. Develops short- and long-term budget projections and provides financial status reports as needed. Participates in university-wide long-range and short-term strategic planning as assigned.				
Oversees the execution of all contract agreements for games and events in USC Athletics' facilities. Manages existing vendor and brand relationships and contracts (e.g., Nike, Coke, Legends, and Aramark). Supports the administration of department contracts (e.g., contract employment).				
Supports USC Athletics' game management team and directs championship hosting operations. Supports event management and execution as required (e.g., commencement, music concerts, the Olympics).				
Facilitates campus relationships and participates in committees and task forces. Maintains currency of trends and developments with professional organizations and publications. Attends and participates in meetings, conferences, etc. as a representative of the university and/or unit. Maintains currency with, understands, and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations. NCAA rules and regulations. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident.

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.