Overview:

Under the general direction of the Deputy Athletic Director, the Associate Athletic Director for Capital Projects and Facilities provides strategic leadership and direction for all aspects of the department’s capital projects, athletic facilities and events operations efforts within the Division I Athletics Department, supporting 18 sports. This position develops and implements current and long-term plans to ensure the efficient maintenance and operations of athletic venues, capital improvement building projects, resolution of external fan management issues, organizational structure and staffing, budget utilization, and event management. As a member of the Senior Leadership Team (SLT), this position will work collaboratively with other staff in the department, on campus, within the applicable conference, and nationally to provide world-class facilities and orchestrate events for student-athletes and the larger community. Position will work to provide leadership and advocacy for the student-athletes, coaches, and staff while ensuring alignment with department and University policies, procedures, and values. Position is also responsible for the daily management and oversight of all Athletic facilities, event management and operations. As a member of the Senior Leadership Team, this position also has sport supervisory responsibilities. The Associate Athletic Director for Capital Projects and Facilities ensures that safety and security are prioritized in the maintenance of facilities and the hosting of events. This position is also expected to be knowledgeable and experienced in managing a multi-faceted department while understanding industry trends, budget maintenance and demonstrating a commitment to gender equity.

Major duties of the job include:

- Maintains interface with external partners across the University and community to facilitate and direct capital improvement projects.
- Oversees day-to-day operations of the Athletics Facilities and Operations staff.
- Serves as a member of the department executive staff with input into departmental decision-making, budgeting and policy.
- Develops and maintains Athletics facility master plan for capital projects and deferred maintenance.
- Serves as lead manager for athletic capital improvements and communications with architects and construction foreman.
- Oversees athletic grounds maintenance, equipment procedures, facility needs, policies and procedures, and personnel.
- Oversees and ensures fiscal responsibility and fiscal management of athletic facilities and events budget through communication with business office to maintain a running balance of expenditures, reviewing and making determinations for purchase requisitions and budget requests, and establishing methods for cost efficiency and cost reduction, developing cost analysis and efficiency planning, and determining budget needs for future needs and day-to-day capital.
- Ensures budgetary compliance of each designated area through economical and efficient management. Submits annual budget requests for designated areas to the Deputy Director of Athletics and Associate Athletic Director for Business Operations.
- Reviews procedures to establish maintenance of equipment and facilities.
- Assesses and oversees facilities and ensures safety and security are prioritized and develops plans for necessary maintenance projects.
- Performs annual review of facilities and operations in conjunction with Senior Woman Administrator to ensure gender equity principles are being followed.
- Establishes methods and organizational structure for facility and event management.
- Manages the security of all athletic venues and facilities.
• Reviews overall work schedules related to athletic events.
• Recommends with Facilities Planning contracts proposed.
• Ensures all assigned tasks are in compliance with department, University, applicable conferences, and NCAA rules and regulations.
• Ensures compliance with all applicable CSU, University, NCAA and applicable conference rules and regulations.
• Establishes and implements short-term and long-term goals and objectives for designated areas; evaluates program effectiveness, and effects changes required for improvement.
• Oversees and negotiates contracts with various vendors for security, phones, office space, services and other internal needs. Also oversees all trade agreements.
• Manages and coordinates details with special projects with various construction and renovation projects. Monitors budget, approves invoices, and meets established completion deadlines for the project.
• Oversees facility utilization requests from outside groups and on-campus groups. Processes all requests for facility use, obtains appropriate approvals, prepares and processes facility rental/use contracts. Negotiates and executes event contracts and appropriate liability insurance for outside groups using athletic facilities.
• Serves as athletic department liaison with Plant Operations, campus Security, Health and Safety, Key Control and Parking Offices, and with community groups and organizations, law enforcement and city offices as required for traffic re-routing, event security, special and/or political events or visits of VIPs.
• Works with the department assigned Network Analyst, prioritizing technical support response and approving technology-related equipment purchases.
• Serves on campus and community committees and task forces as requested.
• Serves as Sport Supervisor for sports as assigned; maintains responsibility for the supervision of all aspects of the sports program, including but not limited to academic performance, student-athlete well-being, and overall development of student-athletes, budget development and management, compliance, event management issues, facility needs and issues, marketing of program, media needs and issues, personnel assessment, program assessment, scheduling of contests, and travel approval
• Evaluates performance of head coaches for sports supervised
• Performs annual performance evaluations for each direct report.
• Performs other related duties as assigned.

Supervisory Responsibility:

<table>
<thead>
<tr>
<th>Who Supervises this Position:</th>
<th>Deputy Athletic Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is responsible for completing the performance appraisal:</td>
<td>Deputy Athletic Director</td>
</tr>
<tr>
<td>What other classifications does this position supervise:</td>
<td>Events and Facilities Coordinators and Internal Operations Coordinator</td>
</tr>
</tbody>
</table>

Minimum Requirements: Knowledge, Skills, and Abilities:

• Demonstrate a record of ability to successfully plan, budget, perform financial analysis and fiscal management responsibilities, including budget preparation, analysis and controlling costs of multiple projects as well as daily tasks and annual operating budgets.
• Possess supervisor knowledge and ability to comply with NCAA, Conference, and University rules and regulations as they apply to intercollegiate athletics and assigned areas.
• Ability to prioritize assignments to complete work in a timely manner when there are changes in assignments, deadlines, completing requirements, and workload.
• Have a proven track record of developing, maintaining, and enhancing relationships with a wide variety of constituents including vendors, contractors, and community partners.
• Be able to problem solve and implement objective, equitable, and fair solutions for all parties.
• Make decisions on immediate problems within prescribed scope of authority, based on knowledge of all policies and procedures, including pertinent NCAA, University, and state rules and regulations.
• Ability to hire, manage, and evaluate staff.
• Be able to gain experience with the administration of facilities and event operations in multiple venues and large crowd capacities; including safety/security, traffic control principles, crowd control and safe and efficient ingress and egress of large crowds into and out of the venue.
• Ability to work with and have oversight of new construction and renovation projects.
• Utilize skills in hiring, educating, and training employees to perform a variety of tasks to create individual growth and efficient work environment.
• Employ excellent writing and oral communication skills to communicate effectively at a variety of levels, including University executive leadership, officials of the NCAA and Conference, administrators, staff, and coaches.
• Exhibit strong leadership qualities at times under short time constraints and working conditions.
• Exceptional knowledge of budget formulation and oversight, including budget development, processes, monitoring and expenditure approvals within budget parameters.
• Ability and experience in negotiating with individuals and organizations for the hosting of major events.
• Exceptional organizational and time management skills.
• Ability to react effectively and quickly to crises and maintain a professional demeanor.
• Ability to work with minimal supervision.
• Proficiency in computer use, such software as Word, Excel or other spreadsheets, email, electronic appointment calendars and the internet.
• Flexibility to travel, work evenings, weekends, and holidays.
• Strong work ethic and able to work in a very diverse community.
• Ability to establish and maintain collegial and cooperative working relationships with on and off campus individuals and offices.
• Ability and willingness to support the gender and diversity equity goals of the department.
• Valid driver license and insurable.

Education and Experience:
• Bachelor’s Degree from an accredited four-year institution or equivalent work experience.
• Minimum of five (5) years experience in construction management, capital projects, and/or event management.
• Experience in managing and organizing personnel, equipment, and material resources in order to provide the most efficient, inclusive, and safe working environment.

Preferred Skills:
• Master’s Degree
• Knowledge of applicable conference and NCAA competition guidelines related to game management, especially those governing recruitment, player eligibility and related functions for sport supervision.
• Knowledge of State purchasing procedures.
• Experience working closely with coaches, directors and other administrators.
• Experience in collegiate sport supervision at the NCAA Division I level.
• Increasing responsibility in collegiate athletics administration.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:
• The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
• This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095.
• Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position has been designated as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution.
• This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent of this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description.
SIGNATURES
My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Employee:</td>
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<tr>
<td>Supervisor:</td>
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<td></td>
</tr>
<tr>
<td>Appropriate Administrator:</td>
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</table>
Position: Associate Athletic Director for Capital Projects and Facilities
Department: Athletics
Date Prepared: December 2023

WORKING ENVIRONMENT
Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

<table>
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<tr>
<th>Activity</th>
<th>N/A</th>
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<th>3-4</th>
<th>5-6</th>
<th>7+</th>
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<tr>
<td>Pushing or pulling</td>
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<td>☐</td>
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</table>

12. Lifting or carrying
   A. 10 lbs. or less
   B. 11 to 25 lbs.
   C. 26 to 50 lbs.
   D. 51 to 75 lbs.
   E. 76 to 100 lbs.
   F. Over 100 lbs.

13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/hand coordination

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16. Driving cars, trucks, forklifts and other equipment ☒ ☐
17. Being around scientific equipment and machinery ☒ ☐
18. Walking on uneven ground ☒ ☐

MENTAL EFFORT

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<thead>
<tr>
<th>Activity</th>
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<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
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<tr>
<td>Working rapidly</td>
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</tr>
<tr>
<td>Examining/observing details</td>
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<tr>
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<td>☒</td>
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</tr>
</tbody>
</table>

1. Inside
2. Outside
3. Humid
4. Hazards
5. High places
6. Hot
7. Cold
8. Dry
9. Wet
10. Change of temp
11. Dirty
12. Dusty
13. Odors
14. Noisy
15. Working With others
16. Working around others
17. Working alone

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