

The University of Texas at San Antonio

Job Description

Job Title: Facilities Coordinator II
Code: 13551
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Specific to Campus Recreation and/or Athletics Department
Reports To: Associate Director of Campus Recreation/Assistant Athletic Director

Summary

- Function: To provide daily operations management and administration of the UTSA Recreation Center or Athletics Department.
- Scope: Responsible for Campus Recreation facility operations and asset security in compliance with University and Campus Recreation/Athletics Department policies and procedures.

Duties

- Typical:
 1. Provide early morning, evening, and weekend operations management and administration of the UTSA Recreation Center or Athletic Department.
 2. Hire, train, schedule and supervise Operations Student Facility Coordinators and Operations Monitors.
 3. Reconcile student wages account on a monthly basis.
 4. Responsible for security of UTSA Recreation Center or Athletic Department.
 5. Provides for the development, planning, coordination and management of informal recreation opportunities for Recreation Center/Athletics participants.
 6. Maintains Campus Recreation/Athletics relations with on- and off-campus departments and service providers.
 7. Assist with repair of equipment and some facility maintenance. Manage locker rentals and clean-outs.
 8. Performs other duties as assigned.
- Periodic:
 1. Assists with departmental projects.
 2. Provide independent action when necessary to assure efficient and appropriate operations of all facilities.
 - 3.

Education

Required	Preferred
Bachelor's degree in sports administration, physical education or related field.	Master's degree in sports administration, physical education or related field.
	Certified as an American Red Cross CPR, AED, and First Aid Instructor, or be able to secure these certifications within the first 90 days of employment.

Other Requirements

Required	Preferred
Excellent written and oral skills and the ability to work with diverse groups.	Involvement in the National Intramural-Recreational Sports Association (NIRSA).
Working knowledge and understanding of philosophical relationship between facilities and programs produced in a university environment.	Certified as an American Red Cross CPR, AED and First Aid Instructor.
Current CPR, AED and First Aid certifications. Criminal Background Check (CBC).	NIRSA Certified Recreational Sports Specialist certification.

Experience

Required	Preferred
Two years of experience in facility management with progressive increases in responsibility.	Four years of experience in facility management with progressive increases in responsibility.
Experience in personnel administration (hiring, training, and supervising student staff members) and student staff development.	Familiar with a metropolitan university setting.
Experience with facility maintenance issues.	Experience with Student Affairs and Student Life divisions of a university campus.

Equipment

Required	Preferred
Working knowledge of PC hardware and Microsoft Word, Excel and Outlook software, point of sale terminal, audio/visual equipment to include building-wide sound system, DVD player, audio and video tapes & CDs.	N/A

Working Conditions

Usual	Special
Work will be conducted in the office and on indoor and outdoor playing courts and fields	May involve work as a member of the skeleton crew during University holidays.
Ability to work with equipment and perform these tasks, including but not limited to: audio/visual equipment, light maintenance, climb ladder, assist with event set-up of tables, chairs, stage and sound, and rearrange fitness equipment.	

Supervision

Received	Given
General instructions and supervision from Assistant Director (Operations), Director and Executive Director Campus Recreation.	General supervision of student staff.

Accuracy

Proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.