

Spec. Code: 2324
Occ. Area: 03
Work Area: 352
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 10/01/75

ATHLETIC BUSINESS MANAGER

Function of Job

Under administrative direction, is responsible for the business management and supervision of assigned athletic facilities and is responsible for carrying out and implementing policies relative to the management and supervision of such facilities.

Characteristic Duties and Responsibilities

1. prepares and recommends policies, procedures, and methods which will result in high standards and efficient operation of assigned areas
2. assists in determining charges and arrangements connected with the rental of athletic facilities and staffing for various events
3. is responsible for reservations and tickets for athletic contests
4. arranges for, and handles payment of, wages to ticket-takers, parking attendants, check room attendants, and concessionaires
5. arranges for quarters, transportation, hotel and meal accommodations for inter-collegiate athletic events
6. is responsible for the operation of a golf course, including the supervision of fee collection, concessions, and other sales
7. is responsible for the collection of designated funds and for their deposit to appropriate accounts
8. is responsible for carrying out operating policies within assigned areas
9. assists in planning events and coordinates the use of athletic and other departmental facilities
10. supervises assigned staff and students
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

TO BE DETERMINED BY PLACEMENT OFFICER

1. university graduation with a degree in business administration

or

three years of responsible business experience, which included accounting, fiscal management, and/or operations management

2. two years of experience in institutional management, at least one of which must have involved direct supervision of others