

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Athletic Equipment Manager

Class Code: 21130

Pay Grade: GC

A. Purpose:

Supervises the operation of an athletic equipment room by issuing equipment, updating records, repairing equipment, cleaning soiled uniforms and towels, cleaning locker rooms, and delegating duties to work-study students to maintain the order and accountability of the athletic equipment room.

B. Distinguishing Feature:

The Athletic Equipment Manager typically supervises work-study students in the operation of an equipment room and locker room.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Directs work-study students to ensure that the objectives of the work unit are met.
 - a. Provides training and work direction.
 - b. Approves absence requests.
 - c. Addresses staff problems and recommends disciplinary action.
2. Takes and maintains inventory records of athletic equipment to ensure accountability of all equipment.
3. Issues uniforms and equipment, and records such transactions to fulfill athletes' and students' needs.
4. Prepares and packs uniforms and equipment for athletic road trips, and prepares facilities for home athletic events to make equipment ready for use.
5. Performs laundry service to make uniforms and equipment ready for use.
6. Cleans athletic, storage, and laundry areas to ensure neat and sanitary facilities.
7. Performs other work as assigned .

D. Reporting Relationships:

Typically directs work-study students.

E. Challenges and Problems:

Challenges include maintaining accountability of all equipment due to the number of users and frequency of issuance, rescheduling work-study students to work due to the conflicts in schedules that arise, and meeting the demands of all equipment users due to the number of users.

Typical problems include meeting equipment repair requirements due to the excessive use of the equipment.

F. Decision-making Authority:

Decisions include the accountability for equipment used and issued, maintenance and repair of equipment, storage and labeling of equipment, scheduling work and assigning duties, and recommending purchases of equipment and disposal of equipment.

Decisions referred include major repairs of equipment and final approval of purchases.

G. Contact with Others:

Daily contact with the student-athlete population to issue uniforms and equipment, and coaches and coaching staff to receive work instructions; and weekly contact with the general public during athletic events held at facilities.

H. Working Conditions:

Equipment room, locker room and practice or game field under various climatic conditions. May be required to lift up to 80 pounds.

I. Knowledge, Skills and Abilities:

Knowledge of:

- how to direct the work of others;
- principles of inventory control.

Ability to:

- understand and apply written instructions;
- maintain records reflecting equipment and uniforms on hand and issued to others;
- communicate information clearly and concisely;
- plan, organize, schedule and direct the work of others.