

**ASSISTANT ATHLETIC DIRECTOR  
FOR FACILITIES AND EVENTS**

DEFINITION

This is administrative work in planning, developing, directing and coordinating athletic events, facilities and grounds maintenance programs for the lower Manoa Campus area. Work involves the planning and developing of short and long range goals, capital improvement projects (CIP), policies and procedures for the maintenance of athletic facilities and other projects; developing the preparation of budget proposals and executing approved operational budgets; directing and executing approved operational budgets; directing and coordinating the preparation of bid specifications of the procurement of goods, contract services and equipment relating to the area of assignment; coordinating and scheduling all athletic events at the Aloha Stadium, Neal Blaisdell Center, Rainbow Stadium, Duke Kahanamoku Swimming Pool Complex, UH track field, etc.; coordinating the construction of new athletic facilities through other University organizations in accordance with University policies, state and federal law requirements; and developing, implementing and evaluating a preventive maintenance program.

A position in this class is responsible for the overall planning organizing, directing and staffing of personnel to maintain the athletic facilities and grounds of the lower Manoa Campus; directing the development of in-service training programs for employees' preparing operational financial and other reports. Work requires the establishment of effective working relationships with University officials, staff, directors, coaches, vendors, private contractors, state agencies and representatives from the W.A.C., N.C.A.A., P.C.A.A. and other athletic associations; and resolving management-employee problems with the respective bargaining unit representatives. A position in this class requires extensive knowledge of the theories, principles and practices of organization and management; administrative processes and support functions common to colleges and universities; and principles and practices of personnel administration, collective bargaining unit contracts, safety and employee training programs, applicable state and federal laws and regulations, etc. Supervision is exercised over a staff of professional, technical, clerical, skilled and unskilled personnel through subordinate managers. Work is reviewed by the Director of Athletics on the basis of results achieved.

The establishment of the class, Assistant Athletic Director for Facilities and Events is approved effective February 1, 1990.

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Albert J. Simone  
President