Director, Campus Recreation

Job Code 00001072

General Description
Responsible for the overall organization and administration of the Texas State Campus Recreation department.

Examples of Duties
Manage the daily operations of the Campus Recreation department.
Manage personnel that administer recreation and leisure activities.
Manage daily expenditures of departmental operational budgets.
Create annual operational budgets.
Manage the daily deposits of income.
Oversee the payroll process.
Oversee and coordinate maintenance and repair of campus recreation facilities.
Develop, prepare and maintain long range financial plan.
Coordinate the development of all publicity efforts.
Oversee and manage the purchasing process for the office and its budgets.
Develop, coordinate, and manage the department’s strategic plan.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Personnel management techniques; budget management principles; development, design and maintenance of facilities; staff development issues and the legal aspects of risk management; state and national policies and procedures concerning bidding and contracts.
Skill in: Preparing contracts; policy and procedure development; dealing effectively with others and motivating output and work production; negotiation.
Ability to: Understand professional materials; interpret contracts and understand complex documents; perform intermediate math; explain policies and procedures.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements