

Job Level	Head Equipment Manager	Proj/Prog Management Level II
Oversight Received	* Responsible for the recruitment, hiring, training, supervision, evaluation and retention of team.	<ul style="list-style-type: none"> • Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> * Ensure compliance with NCAA regulations for each sport regarding when uniforms and equipment can be issued, what alterations are permitted, what restrictions apply to logo and branding size and placement, what items can be retained by athletes and what modifications, if any, can be made based on injury and/or safety concerns * Ensure that student-athletes adhere to NCAA, Conference and Departmental policies in regards to retention of equipment and apparel * Ensure the implementation, management and maintenance of inventory control systems; track all transactions for accounting, budgeting and auditing purposes; reconcile invoices, payments and statements including allotments 	<ul style="list-style-type: none"> • Provides recommendation on analysis, project identification, design, communication, and integration of programs • Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls • Manages University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * Manage Under Armour allotments to sport programs and other areas of the Department and assist coaches and staff with the set-up and troubleshooting of Under Armour VIP accounts * Develop and maintain communication channels with all constituency groups to ensure smooth operation of the unit, including Sport Administrators, head coaches, executive staff 	<ul style="list-style-type: none"> • Single point of contact for programs, initiatives, or projects
University Impact	* Responsible for the management and oversight of the equipment operation for 16 men's and women's sports competing as members of NCAA DI-FBS and the Mountain West Conference.	<ul style="list-style-type: none"> • Impact of programs is medium to long-term duration • Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Responsible for the oversight and management of over \$2.6M annually in property, equipment and uniforms including the direct purchase of equipment, goods and services * Provide budgetary oversight to ensure adherence to equipment budgets for all sports and others areas of the department and the administration, including disbursement of allocations from sponsoring vendors (Under Armour, etc.) 	<ul style="list-style-type: none"> • Manages program budget • Program budget is small to medium
People Management	* Supervises the Equipment Manager/Olympic Sports, Assistant Equipment Manager/Olympic Sports and Assistant Equipment Manager/Football in addition to student hourly and work-study positions. Supervisory duties will comprise approximately 35% of total time.	<ul style="list-style-type: none"> • May have people management responsibility for pay reviews, performance management, and resource planning