

**Role Description  
Montana University System**

<input type="checkbox"/> Vacant Position-No Change
<input type="checkbox"/> Vacant Position-Revised
<input type="checkbox"/> New Position
<input type="checkbox"/> Revised Position for Incumbent
Position Number:
Department:

**1. General Information**

Date: 2/18/2009 Position Title: Director of Campus Recreation

Name of Incumbent: Glaes, Keith S.

\_\_\_\_\_  
Employee Signature

**2. Required Signatures**

\_\_\_\_\_  
Immediate Supervisor Date

\_\_\_\_\_  
Administrative Review Date

\_\_\_\_\_  
Dean/Director Review Date

**3. Department Mission Statement**

Provide an active environment for social interaction.

**4. General Statement Describing Expectations of Position** (Include at a minimum, an explanation of A) supervisory responsibilities, B) degree of initiative and independence in performing the job, C) overall complexity of assigned tasks.

Position is responsible for up to 20 full-time employees, 30 part-time employees, and 110 student employees. The Director oversees a wide variety of fitness and recreational programs and

facilities. The director reports to the Vice President of Student Affairs, must be responsive to ASUM and the campus community. Director must adhere to all state statutes and university policy. Director oversees an approximate budget of over 3.5 million dollars and has the responsibility for facilities valued at over 30 million dollars. Campus Recreation during the course of the year serves over 80% of the student body, 50% of the faculty and staff and a percentage of the greater Missoula community.

**5. Position Summary** (List 3-6 major functions of the position in accomplishing the department's goal(s) and mission).

<b>Major Functions with expected results (3-6 main functions or duties of the position)</b>	<b>Corresponding skills, knowledge, and/or abilities needed for this function</b>
Fiscal year budgeting in excess of 3.5 million dollars.	Must understand basic account principles and university policy and procedure regarding all forms of revenue
Must understand facility design, construction, and maintenance	Should be able to read blue prints, understand all applicable building codes, understand construction costs, and plan accordingly.
Must have a diverse background in University fitness and recreational programming.	Demonstrate knowledge in sports scheduling and officiating. Have working knowledge of fitness practices and principles. Have an appreciation of high adventure outdoor activities.
Understand the principles of communication and marketing.	Should be computer literate and understand the theory and organization of marketing. Must know how to get Campus Recreation story out there.
Leadership skills when working with staff and campus community.	Must deal effectively with a large staff that provides massive programming

**6. Additional Proficiencies** *(List position requirements not described above (e.g. computer hardware/software, other office equipment, laboratory equipment, prior supervisory experience, ect.) Only list education and/or experience requirements when a degree is mandatory, such as a C.P.A. for an accountant, an M.D. for physician)*

A mandatory bachelor degree is required and 5 to 10 years working with college fitness and recreation facilities and programming.

Should have appropriate certifications would include but not limited to sport officiating, outdoor skill certifications, first aid and fitness instruction certification. While not required NIRSA certification could prove helpful.

**7. Physical Demands** *(The American with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the University in meeting these regulations.)*

List any unusual physical requirements of the position here

Must be able to run backwards on a basketball court and guide a raft through Tumbleweed.

**\*Please attach an organizational chart of your office/department**