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## Auburn University Job Description

Job Title: **Asst Dir, County Office Ops**

Job Family: No Family

Job Code: **CA37**

Grade OP13 \$70,000 - \$126,000

FLSA status: Exempt

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### Job Summary

Directs and oversees the Alabama Cooperative Extension System (ACES) County Extension Coordinators (CEC) by providing leadership, formulating budgets, and fostering relationships throughout the 67 Alabama County Extension Offices.

### Essential Functions

1. Responsible for the recruitment, hiring, supervision, professional development, mentoring and performance assessment of County Extension Coordinator located throughout the State of Alabama.
2. Assists CECs in partnering and developing regional program strategies to generate new revenues, public appropriations, grants, contracts, user fees, and donations to maintain programming.
3. Serves as a member of the System Program Team; Collaborates closely with the Assistant Directors for Programs to assess and address program needs, the ACES Business Office to ensure efficient operations of County Extension Offices, and with Auburn University and Alabama A&M University personnel, departments as needed.
4. Fosters relationships by partnering with universities while demonstrating ACES' core values of excellence, diversity, global involvement, and accountability.
5. Assists CECs in program impact reporting and Civil Rights planning, reporting, and annual auditing.
6. Strengthens cooperative partnerships with County Commissioners and other organizations.
7. May perform other duties as assigned.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Master's Degree	No Specific Discipline
<b>Experience (yrs.)</b>	7	5 years of experience supervising full time employees.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of Land-Grant system, mission of Cooperative Extension and federal, state and local partnerships

Experience in generation of revenue streams to support applied research, Extension, or similar programming

Knowledge of Human Resource policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures

Knowledge of principles and practices of leadership, motivation, team building, and conflict resolution.

Knowledge of modern office practices, methods, and computer equipment

Knowledge of budgeting procedures and techniques.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/29/2019

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