AUBURN
Human Resources

Dir, Natural Resource Management Center

Job Description

JOB INFORMATION

Job Code	AC19
Job Description Title	Dir, Natural Resource Management Center
Pay Grade	AF19
Range Minimum	$89,840
33rd %	$113,800
Range Midpoint	$125,780
67th %	$137,760
Range Maximum	$161,720
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Farm & Agriculture

JOB SUMMARY

Reporting to the Associate Dean of Research, the Director of Center for Natural Resource Management on Military Lands (CNRMML) in the College of Forestry, Wildlife, and Environment (CFWE) manages the daily business operations for the Center for Natural Resource Management of Military Lands (CNRMML) at Auburn University. The center provides natural resource management services to eight military bases across the Southeastern region of the United States, including Redstone Arsenal and Fort Rucker in Alabama; Forts Benning, Gordon, and Stewart in Georgia; Fort Polk in Louisiana; Fort Bragg in North Carolina and Fort Jackson in South Carolina.

RESPONSIBILITIES

- Manages the daily business operations of the CNRMML. This includes developing and implementing a strategic plan, and identifying the Center's resource requirements necessary to execute service, applied, and research projects on military lands. This may include collecting, managing, and analyzing data; preparing reports and other project deliverables consistent with contractual obligations.
- Seeks and obtains extramural funding that supports the objectives and initiatives of the Center, the College of Forestry, Wildlife and Environment, Auburn University, and federal agencies.
- Supervises technical, support, research and/or professional staff members to support project-specific staffing and resource requirements.
- Builds and maintains positive and productive relationships across the Auburn University community and with other stakeholders to ensure the management and uses of the military lands within these bases are sustained.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Forestry, Wildlife, Natural Resources, Environmental or related fields.	and	10 years of	Experience in managing natural resource management/compliance projects and programs. Experience supervising and/or mentoring full time employees is highly desired. Applicable experience working with federal environmental regulations and legislation is highly desired. Experience working in an academic setting is highly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of project management principles, including management of budget and personnel, stakeholder relations, contracting, managing risk, and reporting.	
Successful track-record of winning and administering grants, cooperative agreements, and/or contracts.	
Ability to manage multiple projects with multiple contractors simultaneously that may range from forest management and surveys of threatened and endangered species, to surface water delineations, climate change vulnerability assessments, and geographic information system and database support.	
Ability to travel.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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