AUBURN
Human Resources

Admstr I, Outreach Programs

Job Description

JOB INFORMATION

Job Code	CA06A
Job Description Title	Admstr I, Outreach Programs
Pay Grade	OP06
Range Minimum	$39,090
33rd %	$45,610
Range Midpoint	$48,870
67th %	$52,120
Range Maximum	$58,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/13/2018

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Plans, coordinates, delivers and manages outreach or extension educational services and programs to accomplish outreach goals and objectives including communications, education, research, community assistance and quality management.

RESPONSIBILITIES

- Develops and coordinates outreach programs for targeted groups; assesses program needs, organizes program material; evaluates program success.
- Meets with clientele to define needs or problem areas.
- Develops and conducts in-service training which includes program design and delivery.
- Assists in the development of or develops marketing plans and publicity materials for distribution to target audience.
- Manages and assists in the development of budgets and maintains financial records related to a specific activity, project or service.
- Develops and maintains database and/or website related to a specific activity, project or service.
- Acts as project manager in planning and coordinating activities to support a specific program.
- May research, prepare, and/or write grants, applications and fundraising proposals to sources at local, state and national levels.
- May conduct research for an activity, program or service and writes articles and reports and develops strategies and avenues to disseminate the information and research.

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 supervise employees but supervision is not the main focus of the job.

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	
Bachelor's Degree	No Specific Degree	and	0 years of	Experience administering educational/outreach programs or coordinating events, programs, or projects.	
Master's Degree	A Master's degree may be required for positions requiring specialized knowledge.				

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Some positions may require content specific certification and licensing.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening

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.