AUBURN
Human Resources

Asst Dir, Outreach Programs

Job Description

JOB INFORMATION

Job Code	CA33
Job Description Title	Asst Dir, Outreach Programs
Pay Grade	OP11
Range Minimum	$62,360
33rd %	$76,910
Range Midpoint	$84,190
67th %	$91,460
Range Maximum	$106,010
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/29/2016

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 for Professional & Continuing Education to accomplish outreach goals and objectives including communication, education, research, community, assistance and quality management.

RESPONSIBILITIES

- Develops and coordinates outreach programs for target groups; assesses program needs, organizes program materials; evaluates program success.
- Develops relationships with program recipients by meeting with clientele to define needs or problem areas.
- Assists in the development and implementation of strategic plans and operational issues.
- Assists in tracking projects through the phases of identification, requirement/scope development, estimating/budgeting, planning, design, procurement, and construction.
- Assists in providing administrative oversight of the unit to include forecasting, developing, reconciling and monitoring of the budget.
- Generates reports and maintains databases for the department to provide information to various departments, clients, and/or staff.
- Assists in the review of all work including review, approval and signature on proposals and contracts ensuring consistency and compliance with institutional, state, federal and other regulations.
- Supervises and develops a staff of outreach administrators and/or outreach support staff to provide services and training for delivered programs.
- Participates in departmental strategic and operational planning and execution of programs.

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

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	Degree in discipline appropriate to position.	and	7 years of	Experience administering educational/outreach programs or coordinating events, programs, or projects.	

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	
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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.