AUBURN
Human Resources

Asst Dir, County Office Ops

Job Description

JOB INFORMATION

Job Code	CA37
Job Description Title	Asst Dir, County Office Ops
Pay Grade	OP13
Range Minimum	$79,530
33rd %	$100,730
Range Midpoint	$111,340
67th %	$121,940
Range Maximum	$143,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/29/2019

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Extension Systems

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.

RESPONSIBILITIES

- Responsible for the recruitment, hiring, supervision, professional development, mentoring and performance assessment of County Extension Coordinator located throughout the State of Alabama.
- Assists CECs in partnering and developing regional program strategies to generate new revenues, public appropriations, grants, contracts, user fees, and donations to maintain programming.
- 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.
- Fosters relationships by partnering with universities while demonstrating ACES' core values of excellence, diversity, global involvement, and accountability.
- Assists CECs in program impact reporting and Civil Rights planning, reporting, and annual auditing.
- Strengthens cooperative partnerships with County Commissioners and other organizations.

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	
Master's Degree	No Specific Discipline	and	7 years of	experience supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

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.