AUBURN
Human Resources

Mgr, Outreach Programs

Job Description

JOB INFORMATION

Job Code	CA38
Job Description Title	Mgr, Outreach Programs
Pay Grade	OP10
Range Minimum	$55,430
33rd %	$68,370
Range Midpoint	$74,830
67th %	$81,300
Range Maximum	$94,230
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2019

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Manages outreach or extension educational services and programs to accomplish outreach goals and objectives including communication, education, research, community, assistance and quality management.

RESPONSIBILITIES

- Manages 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 tracking projects through the phases of identification, requirement/scope development, estimating/budgeting, planning, design, procurement, and construction.
- Monitors budget to include forecasting, developing, and reconciliation.
- Generates reports and maintains databases for the department to provide information to various departments, clients, and/or staff.
- 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	5 years of	Experience administering educational/outreach programs or coordinating events, programs, or projects.	

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.