AUBURN
Human Resources

Asst Dir, Field Operations

Job Description

JOB INFORMATION

Job Code	CA49
Job Description Title	Asst Dir, Field Operations
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	12/12/2022

JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Extension Systems

JOB SUMMARY

Reporting to the System Associate Directors, the Assistant Director for Field Operations (ADFO) provides leadership to their assigned geographic area within the Alabama Cooperative Extension System (ACES) field operations in a multi-county region and administrative and programmatic support to extension personnel assigned to the regions in understanding, planning, developing, implementing, and evaluating an effective Extension Education Program. Responsible for regional leadership to build a culture of communication, connection, and collaboration that reinforces mutual accountability and organizational values through strong regional communities of extension personnel and support relevant programming that addresses economic and social challenges of counties, region, and state. Works in close cooperation with the Assistant Directors for Programs and is a member of the System Program Team.

RESPONSIBILITIES

- Models the Leadership Principles of Empower, Enable, Encourage, and Develop direct reports.
- Leads and directs County Extension Directors and co-supervision of Extension Agents with regional responsibilities (AFNR & HSE); fosters culture of collaboration, accountability, and excellence.
- Creates supportive work environment through addressing employee needs, resolving conflicts, and promoting/conducting professional development.
- Guides regional planning, implementation, and evaluation of Extension programs as identified in annual needs assessments, plan of work development, implementation, and reporting.
- Promotes stakeholder and community engagement; work with CEDs on county commission relationships, county advisory boards, community organization, and others.
- Serves as administrative oversight and compliance including first level reviewer for Civil Rights desk reviews and ACES business office administrative functions.
- Provides support to expand ACES' engagement and impacts to include assistance with extramural funding and innovative revenue streams and use of technology (e.g. social media).
- Coordinates and collaborates with Extension leadership team – including Assistant Directors for Programs, Associate Directors, HR, Business Office, IT, Communications.
- Ensures compliance with university, state, and federal policies, including civil rights, and risk management requirements.

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	Discipline related to extension programming.	and	7 years of	Experience in supervising and/or leading employees or volunteers. Experience leading or coordinating programs or events.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Land-Grant system, mission of Cooperative Extension and federal, state, and local partnerships.	
Knowledge of Human Resource policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures.	
Knowledge of generation and management of revenue streams to support applied-research, extension, or similar programming.	
Knowledge of working with youth and adult learners, understanding generational differences, and appreciating the nuances of a complex organization.	
Ability and willingness to travel throughout the assigned multicounty regions (high volume of travel required).	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.