AUBURN
Human Resources

Dir, Research/Extension Center

Job Description

JOB INFORMATION

Job Code	GA05
Job Description Title	Dir, Research/Extension Center
Pay Grade	AF17
Range Minimum	$67,930
33rd %	$86,050
Range Midpoint	$95,110
67th %	$104,170
Range Maximum	$122,280
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/3/2012

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Farm & Agriculture

JOB SUMMARY

Directs the day to day operations and research efforts of an AAES research program.

RESPONSIBILITIES

- Develops and manages specifications and plans in specific area of research and communicates with department heads, research center employees, and faculty in the planning and design of research.
- Provides technical consultation, administrative and facilities coordination, and assistance for AAES research program or a service laboratory facility.
- Forecasts resource requirements and oversees the receipt, storage, and care of material and equipment to complete assigned projects.
- May maintain financial resources of research program to include budget, petty cash account, and financial reports.
- Directs and coordinates assigned labor force involved in AAES research to include training, developing work schedules, and completing personnel forms.
- Supervises the maintenance and repair of physical facilities and equipment associated with a specific research area.
- Records and maintains data related to research activities and disseminates data to appropriate persons.
- Interacts with a wide variety of individuals and groups for tours, seminars, and presentations.

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	Supervises others with full supervisory responsibility.

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	Degree in Management, Business, Agricultural Business, or related field	and	5 years of	Experience in agricultural operations and/or agricultural research	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program and/or research area related to position, research design and implementation, and accounting principles and practices.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Wet and/or humid				X	
Noise				X	
Chemical				X	
Dusts				X	
Poor ventilation				X	

Vision Requirements:
Ability to see information in print and/or electronically.