AUBURN
Human Resources

Assoc Dir, Agricultural Research/Extension Center

Job Description

JOB INFORMATION

Job Code	GA06
Job Description Title	Assoc Dir, Agricultural Research/Extension Center
Pay Grade	AF15
Range Minimum	$55,660
33rd %	$68,650
Range Midpoint	$75,150
67th %	$81,640
Range Maximum	$94,630
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/8/2017

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees the day to day operations and implementation of research projects of a unit within an agricultural teaching, research, or extension center.

RESPONSIBILITIES

- Plans, oversees, and implements all aspects of a research unit to include design, system installation, operation, and data collection.
- Schedules, monitors, and maintains records of research.
- Procures equipment and supplies to sustain research projects.
- Supervises machinery operation, maintenance, and repair.
- Interacts with a variety of individuals and groups for tours, seminars, and presentations.
- Supervises and/or monitors clean up and sanitation of research facility and equipment.
- Generates and maintains data and records of research for various research projects.
- May assist in the development and monitoring of the department budget.

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 Agricultural Business, Management, Business, or related field..	and	5 years of	Experience in agricultural operations and/or agricultural research with progressively increasing levels of responsibility and accountability.	

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:	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.