AUBURN
Human Resources

Asst Dir, Raptor Rehabilitation

Job Description

JOB INFORMATION

Job Code	GA20
Job Description Title	Asst Dir, Raptor Rehabilitation
Pay Grade	VT10
Range Minimum	$58,460
33rd %	$72,100
Range Midpoint	$78,920
67th %	$85,740
Range Maximum	$99,380
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/5/2013

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

Manages, supervises, and oversees the daily operations of the Raptor Rehabilitation Unit of the Southeastern Raptor Center (SRC).

RESPONSIBILITIES

- Manages, coordinates, and oversees rehabilitative care services rendered at the rehabilitation hospital and assists with medical care and examinations of raptors in rehabilitative and educational units under the direction of the veterinary staff.
- Coordinates necessary administrative functions related to the Rehabilitation Unit.
- Manages and coordinates the work assignments and activities of staff, student workers, and volunteers.
- Manages and supervises the recruitment of volunteers for the Rehabilitation Unit.
- Oversees and ensures proper maintenance of rehabilitation facilities, equipment, and falconry equipment.
- Communicates with state and federal wildlife agencies and SRC personnel on matters relating to various professional association requirements and policies.
- Participates in lectures, presentations, programs, and research efforts relating to the SRC.
- Promotes the SRC, CVM, and AU through various public relations activities and assists with SRC marketing efforts.

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 Science, Wildlife, Zoology, Biology, Environmental Science, or related field.	and	5 years of	Experience in supervision of raptor rehabilitation and husbandry	

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 raptor husbandry, rehabilitation, and management techniques.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State				

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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