AUBURN
Human Resources

Dir, Equine Unit

Job Description

JOB INFORMATION

Job Code	GA22
Job Description Title	Dir, Equine Unit
Pay Grade	VT11
Range Minimum	$63,420
33rd %	$80,330
Range Midpoint	$88,780
67th %	$97,240
Range Maximum	$114,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/14/2018

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Vet Operations

JOB SUMMARY

Responsible for enhancing the equine and equestrian programs in both the Department of Animal Sciences and AU Athletics. Oversees all operations to include horse care, herd management, and facilities maintenance and plans horse use for academic, research, and athletic purposes.

RESPONSIBILITIES

- Oversees herd management and plans and coordinates horse use for academic, research, and athletic purposes. Develops and maintains a farrier schedule for all horses, plans daily assignment of horse use, approves horse movement in and out of the facility, and maintains daily horse logs for academic purposes.
- Responsible for ensuring proper horse care to include involvement in checking the health status of horses, maintaining and enforcing protocol for how the horses are to be cared for, and directly supervising those employees assisting with horse care.
- Oversees facilities maintenance ensuring due diligence on upkeep and preventative maintenance and maintaining standards that match high level private performance facilities. Responsible for constantly evaluating the facilities and equipment to determine what improvements and upgrades could be achieved.
- Manages the day-to-day operations of the Unit to include maintenance of records, prioritization of projects, and management of all center employees.
- Ensures all AAALAC accreditation requirements and guidelines are met in terms of records maintenance, horse care, and facilities' presentation.
- Develops and implements operations and business procedures to ensure proper oversight of horses and facilities and to ensure compliance with all necessary reporting requirements. Responsible for the design of all nutritional feeding, vaccination, and deworming programs in cooperation with the attending veterinarian.
- Prepares and manages the Equine Unit's annual budget.
- Hires, trains, coaches, supervises, and evaluates staff and is responsible for ensuring that the training and development needs of personnel are met.
- May teach courses in Animal Sciences if necessary.

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	Animal Sciences or related field.	and	8 years of	Experience in equine facility operations and/or maintenance. 5 years of experience managing a large equine facility, preferably at an academic institution.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of equine herd and facility management.	

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.