AUBURN
Human Resources

Dir, Experiment Station Research Operations

Job Description

JOB INFORMATION

Job Code	HC12
Job Description Title	Dir, Experiment Station Research Operations
Pay Grade	AF19
Range Minimum	$89,840
33rd %	$113,800
Range Midpoint	$125,780
67th %	$137,760
Range Maximum	$161,720
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/19/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Associate Director of Alabama Agricultural Experiment Station, the Director of Research Operations oversees approximately 13 experiment stations. Responsible for maintaining and planning research operations and future equipment and infrastructure needs. Ensures compliance with all research organizations pertaining to animals.

RESPONSIBILITIES

- Provides leadership for Research Center Directors through supervision and serves as a liaison with on-campus units. Oversees the management of outlying units operations budgets of approximately 5 million dollars. and coordinates with the Associate Director, AAES, and Business Office Director regarding financial decisions.
- Manages the resources and approximately 70 employees at the Research Centers to ensure the long-term viability of the stations. Evaluates the station's infrastructure and equipment to make recommendations to maintain and improve for future use.
- Oversees inventory and resource management to ensure goals are met. Collaborates with management of the outlying units to ensure equipment and supplies meet the needs of the stations.
- Coordinates and leads various programs that support research operations. Builds and maintains community and corporate partnerships.
- Coordinates and approves approximately 400 research projects each year conducted at the outlying units and ensures appropriate resources are provided. Maintains the AAES Project Approval System to ensure the system is functioning and approvals are routed on a timely manner.
- Serves on various committees as assigned by AAES leadership. Promotes the stations and increases visibility of the outlying units to stakeholder groups which include Faculty, Auburn Administration, corporations, state legislators, and the community.
- Develops and implements research plans to include emerging technologies on-site.
- Ensures compliance with regulations related to animal care and environmental concerns.

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	In an Agriculturally-related field.	and	10 years of	At least 8 years of experience in managing research programs, research centers, or other research operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Institutional Animal Care and Use Committee (IACUC) guidelines.	
Knowledge of Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines.	

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.