AUBURN
Human Resources

Dir, Auburn Research Park

Job Description

JOB INFORMATION

Job Code	HC61
Job Description Title	Dir, Auburn Research Park
Pay Grade	RE14
Range Minimum	$115,500
33rd %	$154,000
Range Midpoint	$173,250
67th %	$192,500
Range Maximum	$231,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/6/2023

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

The Director of the Auburn Research Park provides oversight, planning, business development, and operational leadership for the Auburn Research Park.

RESPONSIBILITIES

- Supervises, leads, and supports the development of the Auburn Research Park. Handles all aspects of construction projects from pre-construction to project completion as well as working with Project Engineers/Estimators, Construction Coordinators, Client Partners, and Vendor Partners during the construction phase.
- Works directly with architects and contractors throughout all buildouts including tenant finish, easements, water rights, and other specialized projects. Obtains the services of third-party inspection groups as needed, and ensures contractors have located lines prior to moving dirt, submits easement requests, and interfaces with AU Facilities and the City of Auburn's Department of Inspection Services throughout the course of all new builds.
- Oversees renovation, planning, maintenance, and repair of the Auburn Research Park buildings and grounds including the provision of utilities, lawn manicure and landscaping, custodial, and other related support services.
- Directs the Solo Space at The Park which houses a number of service-oriented businesses with multiple offices and cubicles. This space is also designed as the next step in the entrepreneurial process for the graduates of Auburn University's New Venture Accelerator.
- Recruits companies/organizations to the Auburn Research Park. Identifies and secures incentive packages with partners or key stakeholders (e.g., City of Auburn, State of Alabama, Federal Government, and utility companies).
- Contributes to the development and implementation of newly created economic development initiatives. Identifies and examines specific projects and programs with the intended purpose of spotlighting entrepreneurial activity within the Auburn community.
- Provides leadership, guidance, and administrative oversight for the daily operations and maintenance of the Auburn Research Park facilities and services by establishing and implementing short-and long-range organizational goals, objectives, policies, and operating procedures.
- Negotiates lease agreements and consults with ARTF legal as the need arises. Prepares analyses and reports as required, drafts correspondence, and other materials as necessary. Approves budget expenditures and tracks project budgets and workflow.
- Schedules work with AU Facilities or outside service companies when putting in place all service-oriented building infrastructure and negotiating the connected service agreements.

RESPONSIBILITIES

- Assists with the Auburn Research Park master plan and design of physical improvements, new construction and renovation projects of buildings, space planning, and other planning and design work, and the oversight of facilities management.
- Works with a diverse number of internal groups/entities, local government, and other organizations in order to create entrepreneurial activities and programs aimed at fostering economic growth through the development and implementation of various economic development initiatives with an emphasis on public-private partnerships.

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	No Specific Discipline	and	3 years of	Experience in one or more of the following areas: higher education administration, business management, public administration, economic development, community and urban planning, or related area.	

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 business practices, marketing and communications, and facilities management.	
Solid communication and interpersonal skills along with the ability to provide customer service in a courteous manner.	
Must possess the ability to work effectively with diverse groups of people in a variety of professions and levels within an organization.	
Proven experience obtaining successful results in areas such as: client marketing and retention, business growth, project management, building improvements, and an ability to interpret legal documents for the purposes of negotiating lease agreements and other contractual documents.	
This position requires both the creative ability and managerial strength necessary to develop and maintain a well-rounded and multifarious business community. It also requires the ability to make and execute profitable decisions in a consistent and aligned fashion.	

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		10 lbs
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.