AUBURN
Human Resources

DCSITE Technology & Education Program Manager

JOB INFORMATION

Job Code	ID14
Job Description Title	DCSITE Technology & Education Program Manager
Pay Grade	RE13
Range Minimum	$99,570
33rd %	$129,440
Range Midpoint	$144,380
67th %	$159,310
Range Maximum	$189,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/9/2022

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Disciplinary Research

JOB SUMMARY

Reporting to the Canine Performance Sciences Program (CPSP) Co-Director, The Technology and Education Program Manager (TEPM) manages a portfolio of 2-4 concentrated lines of research and development and a team of approximately 30 individuals across Auburn University and multiple external partnering institutions, focusing capabilities on mission driven national security initiatives consistent with the mission of the Detection Canine Science, Technology and Education (DCSITE) program. Collaborates with DCSITE Co-PIs in facilitating technology transfer to the operational community and reports to and conveys programmatic guidance from the DCSITE Coordinator and PI. Supervises DCSITE Task Managers and oversees all active DCSITE projects.

RESPONSIBILITIES

- Manages DCSITE initiatives related to handler best practices, proficiency assessments, and building canine community resources.
- Ensures that assigned projects meet quality, budget, and timeline objectives, including identification and realization of project milestones, development of key deliverables, risk assessment, and problem solving.
- Serves as liaison between DCSITE and end-user communities in public and private sectors consistent with the DCSITE program mission.
- Supervises DCSITE Task Managers. Responsible for daily tasks and strategic planning associated with tasks.
- Serves as technical liaison for DCSITE to Auburn University Information Technology specialists in developing and maintaining data management plans in accordance with AU policy and DCSITE-related data storage, management, and sharing consistent with cybersecurity requirements per the data management plan.
- Solicits feedback on DCSITE programs and initiatives from the end-user community to facilitate DCSITE program assessment and monitor impact.
- Works with the DCSITE Coordinator to establish partnerships that enhance DCSITE capabilities in service to the program mission.
- Develops and executes a communications strategy to disseminate DCSITE national security solutions and technologies to end-users.
- Develops operational protocols as necessary to ensure regulatory compliance requirements are met.
- Documents task-related progress as required to meet reporting requirements.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	No specific discipline.	and	10 years of	strong canine operations experience in the government or private sector.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Understands the organizational structure, network, lines of communication, and operations of the U.S. Government homeland security sector.	
Familiarity with current and emerging national security threats and threat mitigation strategies.	
Excellent written and oral communications and presentation skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Must be a United States Citizen	Upon Hire	Required	And
Certified Project Management Professional (PMP)- PMI	Project Management Professional (PMP) Certification	Upon Hire	Desired	Or
Certified Associate in Project Management (CAPM)		Upon Hire	Desired	And
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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.