AUBURN
Human Resources

Assoc Dir, Training & Technical Assistance

Job Description

JOB INFORMATION

Job Code	JA15
Job Description Title	Assoc Dir, Training & Technical Assistance
Pay Grade	RE12
Range Minimum	$85,940
33rd %	$108,860
Range Midpoint	$120,310
67th %	$131,770
Range Maximum	$154,690
Exemption Status	Exempt
Approved Date:	4/25/2024 3:40:05 PM

JOB FAMILY AND FUNCTION

Job Family:	Research
Job Function:	Research Operations

JOB SUMMARY

Reporting to the Alabama Transportation Assistance Program (ATAP) Director, the Associate Director of Training and Technical Assistance will serve as the technical lead for the Alabama Local Technical Assistance Program (AL LTAP) providing overall leadership for the center in the areas of technical assistance and training, through identifying new opportunities, securing funding, directing programs, guiding program and project delivery, and establishing future directions.

RESPONSIBILITIES

- Oversees the strategic direction and AL LTAP development and delivery of activities. Utilizes technical expertise and experience to propose, develop, enhance and/or teach new courses and teaching resources.
- Builds and maintains relationships and work collaboratively with city, county, township and tribal governments, state agencies and other stakeholders; engage local and tribal governments in prioritizing and promoting activities in transportation-related areas including planning, design, construction, operations and maintenances of bridges, roadways, waterways, airfields, roadways, and railways.
- Participates in statewide events, meetings and activities that provides opportunities to foster relationships, improve and enhance program services, and builds strategic partnerships; provides leadership for the LTAP Steering Committee and its activities; serves as the LTAP representative on state and national committees
- Serves as technical lead for LTAP federal and state contracts; develops work plans and budgets; manages internal and external resources; ensures compliance with contract requirements and deliverables; and monitors financial performance.
- Assists unit director with program and grant management, including but not limited to maintaining customer relations with federal, state, and local stakeholders, identifying new clients and grant opportunities, managing budgets, continuously assessing stakeholder needs.
- Leads strategic activities and creates strategic relationships that supports the work of ATAP and position the center for opportunities to meet training and technical assistance needs. Leads the planning and coordination of professional development opportunities for professional engineers, surveyors, and other civil engineering technical professions such as workshops, webinars, and conferences in the state. Coordinates collaboration between professional societies, organization, and interdepartmental university resources to broaden the continuing education reach of the Samuel Ginn College of Engineering.
- Oversees and reviews the works of others including contracted civil engineering consultants on civil engineering projects.
- Engages state and local stakeholders to identify current and emerging issues that would benefit from training and technical assistance services; promote ATAP capabilities and facilitate connections and alignment between sponsor needs/opportunities and the Center's interests and capabilities.

RESPONSIBILITIES

- Investigates and scope project leads and identify opportunities to partner, leverage resources, or provide services that position ATAP to attract diverse funding; identifies funding opportunities from diverse sources including federal, state, and local agencies.
- Develops and teaches workshops on transportation and engineering topics of interest to the Alabama Department of Transportation (ALDOT), county engineers, city engineers, contractors, and employees of public work agencies.
- Provides support to center-wide strategy and policy discussions and the implementation of center-wide initiatives.
- Provides technical assistance to state, county, and city engineers on highway safety concerns including performing on-site visits, research, and development to alleviate highway safety problems, develops short- and long-term objectives to construction projects. Plans, develops, manages, and documents small- and large-scale civil engineering projects including the development of budgets, concepts, designs, specifications, and evaluations, among others.
- Serves as a supervisor, including conducting annual reviews, providing mentoring support, monitoring workload, and addressing staff concerns and other issues.
- Oversees the strategic direction of Alabama LTAP including development and delivery of activities. Utilizes technical expertise and experience to propose, develop, enhance and/or teach new courses and teaching resources.

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	Business, Public Relations, Communications, Engineering, or related field.	and	6 years of	Leading and providing oversight on transportaion projects or programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of developing relationships and working effectively with diverse organizations and individuals.	And
Knowledge of highway/transportation safety.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

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 temperatures		X			
Hazards				X	
Wet and/or humid		X			
Noise					X
Chemical				X	
Dusts			X		
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

None Required