
Auburn University Job Description

Job Title: **Dir, Natural Resource Mgmt Ctr**

Job Family: No Family

Job Code: **AC19**

Grade AF19 \$77,600 - \$139,700

FLSA status: Exempt

Job Summary

Reporting to the Associate Dean of Research, the Director of Center for Natural Resource Management on Military Lands (CNRMML) in the College of Forestry, Wildlife, and Environment (CFWE) manages the daily business operations for the Center for Natural Resource Management of Military Lands (CNRMML) at Auburn University. The center provides natural resource management services to eight military bases across the Southeastern region of the United States, including Redstone Arsenal and Fort Rucker in Alabama; Forts Benning, Gordon, and Stewart in Georgia; Fort Polk in Louisiana; Fort Bragg in North Carolina and Fort Jackson in South Carolina.

Essential Functions

1. Manages the daily business operations of the CNRMML. This includes developing and implementing a strategic plan, and identifying the Center's resource requirements necessary to execute service, applied, and research projects on military lands. This may include collecting, managing, and analyzing data; preparing reports and other project deliverables consistent with contractual obligations.
2. Seeks and obtains extramural funding that supports the objectives and initiatives of the Center, the College of Forestry, Wildlife and Environment, Auburn University, and federal agencies.
3. Supervises technical, support, research and/or professional staff members to support project-specific staffing and resource requirements.
4. Builds and maintains positive and productive relationships across the Auburn University community and with other stakeholders to ensure the management and uses of the military lands within these bases are sustained.
5. Performs other duties as assigned.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Forestry, Wildlife, Natural Resources, Environmental or related fields.
Experience (yrs.)	10	Experience in managing natural resource management/compliance projects and programs. Experience supervising and/or mentoring full time employees is highly desired. Applicable experience working with federal environmental regulations and legislation is highly desired. Experience working in an academic setting is highly desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Comprehensive knowledge of project management principles, including management of budget and personnel, stakeholder relations, contracting, managing risk, and reporting. Successful track-record of winning and administering grants, cooperative agreements, and/or contracts. Ability to manage multiple projects with multiple contractors simultaneously that may range from forest management and surveys of threatened and endangered species, to surface water delineations, climate change vulnerability assessments, and geographic information system and database support. Ability to travel.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022
