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## Auburn University Job Description

Job Title: **Asst Dir, Mobile Pharm Ops**

Job Family: No Family

Job Code: **EA53**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Coordinates with a team to direct, develop, and administer the Mobile Campus Pharmaceutical Operations.

### Essential Functions

1. Oversees faculty working under the Mobile Campus Pharmaceutical Operations.
2. Oversees staff using independent judgment and guiding development to ensure proper daily business operations are carried out.
3. Directs and establishes policy and procedures for the Mobile campus.
4. Creates the program's budget request and determines appropriate allocation of funds.
5. Participates in the decisions to hire and manage subordinate personnel.
6. Reviews, interprets, and utilizes reports and data prepared by others.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Management, Business Administration, or related field
<b>Experience (yrs.)</b>	5	Experience in human resources management including employment, staff development, and/or classification and compensation

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions 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 Required Knowledge

Knowledge of human resources policies, practices, and precedents.

### Certification or Licensure Requirements

None Required.

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## 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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/15/2011

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