
Auburn University Job Description

Job Title: **Asst Dir, Raptor Rehab**

Job Family: No Family

Job Code: **GA20**

Grade VT10 \$51,200 - \$87,000

FLSA status: Exempt

Job Summary

Manages, supervises, and oversees the daily operations of the Raptor Rehabilitation Unit of the Southeastern Raptor Center (SRC).

Essential Functions

1. Manages, coordinates, and oversees rehabilitative care services rendered at the rehabilitation hospital and assists with medical care and examinations of raptors in rehabilitative and educational units under the direction of the veterinary staff.
2. Coordinates necessary administrative functions related to the Rehabilitation Unit.
3. Manages and coordinates the work assignments and activities of staff, student workers, and volunteers.
4. Manages and supervises the recruitment of volunteers for the Rehabilitation Unit.
5. Oversees and ensures proper maintenance of rehabilitation facilities, equipment, and falconry equipment.
6. Communicates with state and federal wildlife agencies and SRC personnel on matters relating to various professional association requirements and policies.
7. Participates in lectures, presentations, programs, and research efforts relating to the SRC.
8. Promotes the SRC, CVM, and AU through various public relations activities and assists with SRC marketing efforts.

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.

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>
Education	Four-year college degree	Degree in Science, Wildlife, Zoology, Biology, Environmental Science, or related field.
Experience (yrs.)	5	Experience in supervision of raptor rehabilitation and husbandry

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 raptor husbandry, rehabilitation, and management techniques.

Certification or Licensure Requirements

Valid driver's license

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 50 pounds.

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

Date: 8/5/2013
