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## Auburn University Job Description

Job Title: **Dir, Equine Unit**

Job Family: No Family

Job Code: **GA22**

Grade VT11 \$55,500 - \$99,900

FLSA status: Exempt

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### Job Summary

Responsible for enhancing the equine and equestrian programs in both the Department of Animal Sciences and AU Athletics. Oversees all operations to include horse care, herd management, and facilities maintenance and plans horse use for academic, research, and athletic purposes.

### Essential Functions

1. Oversees herd management and plans and coordinates horse use for academic, research, and athletic purposes. Develops and maintains a farrier schedule for all horses, plans daily assignment of horse use, approves horse movement in and out of the facility, and maintains daily horse logs for academic purposes.
2. Responsible for ensuring proper horse care to include involvement in checking the health status of horses, maintaining and enforcing protocol for how the horses are to be cared for, and directly supervising those employees assisting with horse care.
3. Oversees facilities maintenance ensuring due diligence on upkeep and preventative maintenance and maintaining standards that match high level private performance facilities. Responsible for constantly evaluating the facilities and equipment to determine what improvements and upgrades could be achieved.
4. Manages the day-to-day operations of the Unit to include maintenance of records, prioritization of projects, and management of all center employees.
5. Ensures all AAALAC accreditation requirements and guidelines are met in terms of records maintenance, horse care, and facilities' presentation.
6. Develops and implements operations and business procedures to ensure proper oversight of horses and facilities and to ensure compliance with all necessary reporting requirements. Responsible for the design of all nutritional feeding, vaccination, and deworming programs in cooperation with the attending veterinarian.
7. Prepares and manages the Equine Unit's annual budget.
8. Hires, trains, coaches, supervises, and evaluates staff and is responsible for ensuring that the training and development needs of personnel are met.
9. May teach courses in Animal Sciences if necessary.
10. May perform other duties as assigned by the Department Head of Animal Sciences or Sports Administrator for Equestrian.

### 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>
<b>Education</b>	Master's Degree	Animal Sciences or related field.
<b>Experience (yrs.)</b>	8	Experience in equine facility operations and/or maintenance. 5 years of experience managing a large equine facility, preferably at an academic institution.

#### **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**

Knowledge of equine herd and facility management.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Date: 9/14/2018

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