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## Auburn University Job Description

Job Title: **Regional Director, AAES**

Job Family: No Family

Job Code: **GA23**

Grade AF18 \$67,500 - \$121,500

FLSA status: Exempt

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### Job Summary

Reporting to the Director, Experiment Station Research Operations, the Regional Director of Alabama Agricultural Experiment Station (AAES) directs operations of multi-disciplinary research efforts across a designated region, consisting of multiple experiment stations. Responsible for supervising the Associate Directors at each experiment station within their region. Serves as liaison between College of Agriculture faculty and experiment station Associate Directors.

### Essential Functions

1. Develops and manages regional research plans related to cattle, crops, and horticulture. Coordinates with Director of Research Operations, station Associate Directors, and faculty to allocate and approve field research within the region. Develops and implements quality control measures to ensure high quality results from research effort. Partners with departmental and Alabama Cooperative Extension System (ACES) staff personnel to ensure dissemination of results.
2. Assists in the development and allocation of regional budget to ensure financial integrity. Correlates regional spending to research output and promotes revenue generation to enhance regional budgets. Manages regional reserves to improve facilities and equipment. Identifies extramural and alternative funding streams to benefit the region.
3. Provides leadership to the Associate Directors and administrative support to increase technical abilities of all station employees. Assists in developing employee recruitment and retention tools, as well as facilitating performance management programs to ensure employee development and recognition.
4. Manages assigned staff and leads recruitment of positions, including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
5. Serves as a liaison to Facilities Management personnel to inventory current facilities, as well as to plan and facilitate physical plant upgrades. Evaluates needs and communicates design requirements, assists in completing bid processes, monitors the construction phase, and provides input for project completion.
6. Collaborates with Associate Directors to identify equipment needs, and develops systematic plans for maintenance and replacement. Coordinates usage of high value assets, both within and across regions, to minimize equipment overlap and maximize usage. Identifies and evaluates the effectiveness of emerging technologies to improve station operations.
7. Promotes research efforts by coordinating with the Associate Directors and stakeholders to provide multiple field days, tours, and producer meetings within the region. Develops and provides material for social media and web content to CoA Communications and Marketing.
8. Responsible for monitoring and ensuring compliance of Institutional Animal Care and Use Committee (IACUC) regulatory guidelines for all designated regional stations.
9. May perform other duties as assigned by supervisor.

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### Supervisor Responsibility

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### **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*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	Degree in Agriculture or related field.
<b>Experience (yrs.)</b>	8	Experience managing research programs, research centers, or other research operations related to agriculture. Experience with IACUC guidelines and AAALAC guidelines. Must have at least 2 years of supervisory experience.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of Institutional Animal Care and Use Committee (IACUC) guidelines.

Knowledge of Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines.

Basic accounting principles and personnel management.

Interpersonal skills, excellent communication skills (verbal and written), budget skills, critical thinking.

#### Certification or Licensure Requirements

Valid AL driver's license.

Completion of CITI Training for IA CUC within 90-days of being on the job.

Valid Pesticides Application certification (demonstration and research) within 90-days of being on the job.

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### 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 talking, hearing, handling objects with hands, .

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

Ability to see information in print and/or electronically.

Date: 5/1/2023

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