
Auburn University Job Description

Job Title: **DCSITE Prog Mgr**

Grade RE13 \$92,400 - \$175,600

Job Code: **ID14**

FLSA status: Exempt

Job Family: Research

Job Function: Disciplinary Research

Job Summary

Reporting to the PI of the Detection Canine Science, Technology and Education (DCSITE) program, the Program Manager (PM) manages a portfolio of 6 concentrated lines of research and development and a team of approximately 30 individuals across Auburn University, as well as multiple external subcontracting institutions, focusing capabilities on mission-driven national security initiatives consistent with the mission of the DCSITE program. The PM Coordinates efforts with DCSITE Co-PIs to facilitate mission-driven discovery, technological innovation, and technology transfer to the operational community. The PM facilitates development of contractually required DCSITE status reports, monitors the DCSITE budget, and reports to and conveys programmatic status to the PI, Co-PIs and the sponsor (via the PI) as required. The PM supervises DCSITE Task Managers and, through them, oversees all active DCSITE projects.

Essential Functions

1. Manages DCSITE initiatives related to domestic production of detector dogs, odor presentation science, canine evaluation and selection, handler best practices, proficiency assessments, and canine welfare and longevity to build canine community resources.
2. Ensures that assigned projects meet quality, budget, and timeline objectives, including identification and realization of project milestones, development of key deliverables, risk assessment, and problem solving.
3. Serves as liaison between DCSITE and end-user communities in public and private sectors consistent with the DCSITE program mission.
4. Supervises DCSITE Task Managers. Responsible for daily tasks and strategic planning associated with tasks.
5. Serves as technical liaison for DCSITE to Auburn University Information Technology specialists in developing and maintaining data management plans in accordance with AU policy and DCSITE-related data storage, management, and sharing consistent with cybersecurity requirements per the data management plan.
6. Solicits feedback on DCSITE programs and initiatives from the end-user community to facilitate DCSITE program assessment and monitor impact.
7. Works with the Co-PIs, Chief Canine Instructor, and Instructor for Canine Health and Field Operations to establish partnerships that enhance DCSITE capabilities in service to the program mission.
8. Develops and executes a communications strategy to disseminate DCSITE national security solutions and technologies to end-users.
9. Develops operational protocols as necessary to ensure regulatory compliance requirements are met.
10. Documents task-related progress as required to meet reporting requirements
11. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

Auburn University Job Description

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	Bachelor's Degree	No specific discipline.
Experience (yrs.)	10	The DCSITE Program Manager (PM) should have at least a Bachelor of Science (B.S.) degree and 10 years' experience that includes establishing, managing and operating extramurally funded life science research laboratories, or hold a terminal degree (Ph.D., DVM, MD) with similar, documentable research experience. Experience coordinating efforts of a large, complex, transdisciplinary, multi-institutional research program.

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

Understands the organizational structure, network, lines of communication, and operations of the U.S. Government homeland security sector.

Familiarity with current and emerging national security threats and threat mitigation strategies.

Excellent written and oral communications and presentation skills.

Certification or Licensure Requirements

None Required. Must be a United States Citizen. Project Management Professional (PMP) Certification or "Associate in Project Management Certification desired.

Pre-Employment Screening Requirements

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 walking, sitting, talking, hearing, .

Job occasionally requires standing, reaching, and lifting up to 10 pounds.

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

Date: 9/9/2022

Auburn University Job Description
