
Auburn University Job Description

Job Title:	Asst Dir, Museum	Job Family:	No Family
Job Code:	AB08	Grade 35:	\$50,900 - \$84,800
FLSA status:	Exempt		

Job Summary

Assists the Director of the Jules Collins Smith Museum of Art by managing the financial, personnel issues, general administration of the museum, and facility operations.

Essential Functions

1. Prepares and submit's department annual budget to the Director.
2. Prepares budgets with input provided by the Director; reviews and approves financial reports, vouchers, and acquisitions.
3. Oversees financial statements for the general operating Auburn University Foundation endowments and operating activities.
4. Oversees staff using independent judgment and guiding development to ensure proper daily business operations are carried out.
5. Negotiates contracts on the museum's behalf, securing multiple bids to ensure optimal use of available funds.
6. Oversees all membership services and marketing initiatives.
7. Oversees the maintenance and security of the museum.

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 Management, Business, or related field
Experience (yrs.)	5	Experience in business operations and support services

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 accounting and budget principles, practices, and the analysis of financial data.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting.

Job occasionally requires talking, hearing.

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

Date: 1/9/2012
