Auburn University Job Description

Job Title: Mgr, Alabama 4H Center
Job Code: CA05
FLSA status: Exempt

Job Summary
Oversees the operation of the Alabama 4H Center including establishing policies, supervising staff, and managing the budget.

Essential Functions
1. Responsible for overseeing the department operating budget to include authorizing expenditures and allocating funds where shortfalls may occur during the year.
2. Establishes departmental policies and procedures, reviews and sets-up guidelines for department personnel and sets conference prices for customers.
3. Responsible for facility safety, cleanliness, and high customer service standards for all guests.
4. Ensures that the facility schedule results in efficient facility usage.
5. Submit strategic planning forecasts to determine current and future needs (staffing, equipment, and facilities) related to the Center.
6. Communicate information to staff relating to group special needs.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<td>Degree in Business Administration, Management or related field</td>
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Degree in Business Administration, Management or related field

| Experience (yrs.) | 5                           | Experience in conference or recreational center operations and/or management |

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 hospitality management and administration to include sound budgeting practices and needs assessment practices.

Certification or Licensure Requirements
None Required.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

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

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

Date: 1/4/2012