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## Auburn University Job Description

Job Title: **Asst Dir, AL Tech Trans Center**

Job Family: No Family

Job Code: **CA08\***

Grade 36: \$58,500 - \$97,600

FLSA status: Exempt

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### Job Summary

Provides technical knowledge and assistance to Alabama Technology Transfer Center.

### Essential Functions

1. Gathers and analyzes data in order to respond to requests for technical assistance from local agencies and individuals.
2. Reviews technical material for inclusion in seminars, publications and the videotape libraries of Local Technical Assistance Program and Rural Transit Assistance Program.
3. Attends technical and professional seminars and conferences to assess needs and present projects results.
4. Creates content and information posted on websites for organizations such as the Alabama Rural Transit Assistance Program.
5. Facilitates and conducts seminars and conferences on behalf of the Alabama Technology Transfer Center.
6. Prepares articles for various publications such as the Alabama Transportation Newsletter and reviews publications such as the Transportation Research Board.
7. Conducts research on transportation related projects.

### Supervisory Responsibility

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

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Civil Engineering, Transportation, or related field
<b>Experience (yrs.)</b>	6	Experience in technology transfer to include evaluating technical materials

#### 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 civil engineering theories and application. Developed analytical and research skills.

#### Certification or Licensure Requirements

Professional Engineering Licensure

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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.

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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 12/15/2011

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