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## Auburn University Job Description

Job Title: **Mgr, Kreher Prsrv & Nature Ctr**

Job Family: No Family

Job Code: **CA35**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Responsible for the overall operations of the Kreher Nature and Preserve Center to include administrative oversight, personnel management, financial planning, and strategic planning.

### Essential Functions

1. Provides overall administrative oversight of the KPNC including strategic planning, collaborating with the KPNC Advisory Board, managing personnel, and performing finance and budget duties.
2. Manages and leads membership initiatives, development activities, and client relations in an effort to ensure the continuous growth of membership, donors, and outreach efforts.
3. Manages the volunteer program ensuring adequate number of volunteers are available to support operations and that all volunteer utilization and practices comply with Auburn University policy.
4. Manages the KPNC's overall communication and marketing efforts aimed to support the strategic goals, plans, and mission of the Center.
5. Coordinates the facility rental program and supervises utilization of all facilities within KPNC.

### 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>
<b>Education</b>	Four-year college degree	Communications, Marketing, Business Administration, Business Management, or related field.
<b>Experience (yrs.)</b>	5	Experience in providing overall management and oversight to an outdoor education center or related organization.

#### 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

Knowledge of nature-center operations and administration including budget, finance, personnel, and membership programs.

#### Certification or Licensure Requirements

None required.

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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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

Date: 6/12/2018

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