
Auburn University Job Description

Job Title: **Exec Dir, City/Community Relations, Special Events & Estate Operations**

Job Family: No Family

Grade: Unclassified

Job Code: **EC10**

FLSA status: Exempt

Job Summary

Under minimal supervision and reporting to the Office of the President, The Executive Director cultivates and maintains strong partnerships between Auburn University and Auburn City/Lee County government officials, community and businesses leaders to enhance the overall image and mission of the University. Provides high-level direction to the Office of Special Events and applies estate management oversight of the President's Estate.

Essential Functions

1. Serves as the primary liaison between the University and Auburn City/Lee County community.
 2. Develops and leads strategies on local University-City issues.
 3. Represents the University at city council meetings, Lee County Commission meetings, and other boards and professional meetings as required.
 4. Monitors Auburn City ordinances and resolutions and keeps University informed of any changes.
 5. Serves as a resource for faculty, staff, and students regarding local government issues.
 6. Identifies opportunities to develop and influence policy best meeting the needs of the University and its student body.
 7. Coordinates with Auburn City/Lee County on high-profile events that provide important forums for interactions between university officials and local elected officials, community leaders, business leaders and volunteer organizations.
 8. Coordinates with Auburn City/Lee County offices, departments, and agencies regarding University events.
 9. Responsible for providing oversight with the daily operations of Special Events.
 10. Forecasts, implements and oversees all budget operations associated with events.
 11. Provides regular input and direction to the Special Events team in the planning and execution of special events at various venues around campus to include the President's Estate.
 12. Responsible for providing managing the President's Estate with operations and management of property and service to include screening and overseeing vendors, service providers, maintenance of grounds, special projects and day-to-day activity schedules.
 13. Assumes a lead role on a variety of special projects as requested by the President.
-

Auburn University Job Description

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Communications, Creative Arts, Marketing, Public Relations, Public Administration, or related field.
Experience (yrs.)	8	Professional level experience in public or community relations, marketing, and/or similar field in working effectively with diverse and broad-based community constituents. Experience must include at least five years involvement in major event planning and successful relationship management with community leaders.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

<https://hr.uconn.edu/minimum-and-preferred-qualifications/>Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge and familiarity with local government and business environments, as well as knowledge of event planning. Ability to coordinate meetings and events considering complex scheduling issues. Excellent interpersonal skills and the ability to relate to all people.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

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

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,

Job occasionally requires and lifting up to 10 pounds.

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

Date: 5/9/2018
