

---

## Auburn University Job Description

Job Title:	<b>Canine Specialist</b>	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	<b>HA06</b>	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100
		Level IV	Grade 35 \$51,900 - \$86,400

---

### Job Summary

Coordinates the activities and operations of the canine breeding colony and breeding colony facility for the Canine Detection Training Center.

### Essential Functions

1. Ensures the breeding colony facility provides humane, sanitary and secure care that meets University and USDA standards and regulations.
2. Creates, maintains and utilizes a variety of reports, breeding records and genetic information.
3. Coordinates activities with canine breeding colonies nationally and worldwide.
4. Assists in ensuring research protocols are properly performed.
5. Ensures that the canine breeding colony facility adheres to regulations.
6. Assists in development of budgets and plans.
7. Manages puppy programs.

### 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

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with 2 years experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
IV	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies comprehensive knowledge of a particular field of specialization to the completion of complex assignments. Also possesses strong knowledge of related fields, processes, policies or areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 8 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position with 2 years experience.
- Level II** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level IV** Bachelors degree in discipline appropriate to position plus 8 years experience. Experience must include at least 2 years at the preceding level or equivalent.

### Focus of Education

Coursework in Behavioral Sciences or related field

### Focus of Experience

Experience in canine operations

### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

### 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

#### Certification or Licensure Requirements:

None Required.

---

## Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

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, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting up to 100 pounds.

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

Date: 3/29/2011

---