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## Auburn University Job Description

Job Title: **Assoc Dir, Canine Train Center**

Job Family: No Family

Job Code: **HC04**

Grade 37: \$67,300 - \$112,100

FLSA status: Exempt

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### Job Summary

Oversees, develops, and participates in programs/classes for the Canine Training Center.

### Essential Functions

1. Develops and implements curriculum programs for the Canine Training Center.
2. Oversees the training of students and canines to ensure curriculum is implemented effectively.
3. Assesses effectiveness of program and recommends/implements modifications for deficiencies by analyzing course material, external inspection reports, student critiques, canine detection team evaluations, and tests.
4. Evaluates potential canine candidates for admission into the Canine Training Center.
5. Ensures the security and proper storage of narcotics and explosives utilized in canine detection curriculum.
6. Procures supplies and equipment needed in the support of training of students and canines.

### 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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## Auburn University Job Description

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### Minimum Required Education and Experience

|                          | <u>Minimum</u> | <u>Focus of Education/Experience</u>   |
|--------------------------|----------------|--|
| <b>Education</b>         | High School    | High School Diploma or equivalent  |
| <b>Experience (yrs.)</b> | 10             | Experience in instructing at a federal canine school and coordinating canine training programs |

#### 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 canine training techniques, care and handling, and State and Federal regulations related to the use of explosives and narcotics.

#### 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.

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, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, and lifting up to 50 pounds.

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

Date: 3/29/2011

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