
Auburn University Job Description

Job Title: **Dir, Canine Detect Rsch Inst**
Job Code: **HC06**
FLSA status: Exempt

Job Family: No Family
Grade 38: \$78,900 - \$131,600

Job Summary

Directs and oversees the operations of the Canine Detection Research Institute and provides primary administrative oversight for the Research Institute and the Canine Detection Training Center.

Essential Functions

1. Sets the overall philosophy and strategy for the Institute regarding fiscal accountability, financial and budgetary soundness, audit readiness, operational integrity, and personnel management.
2. Reviews and analyzes data utilized for reporting to ensure accuracy and soundness.
3. Edits, prepares, and presents the results of technical reports regarding research efforts and project outcomes.
4. Develops and submits proposals and oversees execution of the Research and Development program.
5. Represents and acts as liaison for the Institute regarding issues related to the Research Institute, and the Training Center with potential customers, collaborators and University administration.

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>
Education	Four-year college degree	Degree in Management, Behavioral Science, or related field
Experience (yrs.)	2	Experience in canine detection research, management of canine training programs, and contract and grant solicitation

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

Certification or Licensure Requirements

None Required.

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, 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: 1/3/2012
