
Auburn University Job Description

Job Title: **Mgr, Analytical Instrument**

Job Family: No Family

Job Code: **JB04**

Grade RE07 \$42,700 - \$68,300

FLSA status: Exempt

Job Summary

Manages all aspects of the service center as well as oversees, manages, develops, and maintains electronic instrumentation for Auburn University research and teaching labs.

Essential Functions

1. Develops, installs, maintains and repairs electronic research equipment and teaching apparatus to include identifying electronic, mechanical, and/or application problems.
2. Manages activities and operations of the Electronics Shop to ensure that all work is completed timely and in a safe manner.
3. Assists students and researchers in the design of experiments using analytical instrumentation.
4. Maintains computer data base for work activities, supplies, and equipment for accountability.
5. Responsible for administrative tasks related to maintaining inventory, ordering supplies, and communicating with customers and stakeholders.
6. Responsible for developing revenue and budget priorities and monitoring facility fiscal performance.
7. Responsible for developing and submitting service center rates.

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	Some college; vocational or Associate's Degree	Coursework in Analytical Instrumentation, or related field
Experience (yrs.)	6	Experience in electronic analytical instrumentation

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 electrical codes and chemistry. Skill in reading and understand circuit diagrams.

Certification or Licensure Requirements

Certified Electronics Technician and Journeyman Electrician Certification

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, and lifting more than 100 pounds.

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

Date: 12/5/2013
