AUBURN
Human Resources

Asst Dir, Environmental Compliance-NRMC

Job Description

JOB INFORMATION

Job Code	AC28
Job Description Title	Asst Dir, Environmental Compliance-NRMC
Pay Grade	AF19
Range Minimum	$89,840
33rd %	$113,800
Range Midpoint	$125,780
67th %	$137,760
Range Maximum	$161,720
Exemption Status	Exempt
Approved Date:	9/19/2025 10:34:30 AM

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Forestry

JOB SUMMARY

Provides oversight in the management of the Center for Natural Resource Management on Military Lands (CNRMML) in the College of Forestry, Wildlife and Environment. The center provides environmental services to military installations, creates and maintains partnerships between Auburn and the U.S. Department of Defense, and fills critical knowledge gaps encountered by environmental managers.

RESPONSIBILITIES

- Assists in overseeing the daily business operations of the CNRMML. This includes developing and implementing a strategic plan, identifying the Center's resource requirements necessary to execute service, applied, and research projects on military lands. This may include collecting, managing, and analyzing data; preparing reports and other project deliverables consistent with contractual obligations.
- Develops and manages a program capable of providing environmental compliance services to many partner military installations throughout the continental United states. This will include hiring and managing project managers, working closely with environmental managers at multiple military installations, frequent travel for in person meetings, and procuring and managing private service contracts.
- Manages complex environmental projects involving environmental compliance (Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act, Pollution Prevention Act, Safe Drinking Water Act, etc.). This will include developing project proposals, detailed budgets, identifying and managing suitable contractors, hiring and supervising remote staff, ensuring work is completed on time and within planned budgets.
- Supervises technical, support, research and/or professional staff members to support project-specific staffing and resource requirements.
- Builds and maintains productive relationships with management staff at partner military installations and within the University.
- Identifies procedural and operational efficiencies and works with offices and departments throughout Auburn University to implement change.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	degree in Environmental Engineering, Environmental Management, Environmental Sciences, Natural Resources Management or related fields. Graduate degree in applicable field is highly desired.	and	7 years of	experience in managing environmental compliance projects and programs. Experience supervising and/or mentoring full-time employees is highly desired. Applicable experience working with federal environmental regulations and legislation is highly desired. Experience working with or within military Environmental Divisions or Branches is highly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of project management principles, including management of budget and personnel, stakeholder relations, contracting, managing risk, and reporting.	
Successful track-record of administering grants, cooperative agreements, and/or contracts.	
Ability to manage multiple projects with multiple contractors simultaneously.	
Ability and willingness to travel as this position's duties require the incumbent to travel up to 1-2 weeks per month.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				Up to 10 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.