



JOB INFORMATION

Job Code	GA23
Job Description Title	Regional Director, AAES
Pay Grade	AF18
Range Minimum	\$78,120
33rd %	\$98,960
Range Midpoint	\$109,370
67th %	\$119,790
Range Maximum	\$140,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/1/2023

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Farm & Agriculture

JOB SUMMARY

Reporting to the Director, Experiment Station Research Operations, the Regional Director of Alabama Agricultural Experiment Station (AAES) directs operations of multi-disciplinary research efforts across a designated region, consisting of multiple experiment stations. Responsible for supervising the Associate Directors at each experiment station within their region. Serves as liaison between College of Agriculture faculty and experiment station Associate Directors.

RESPONSIBILITIES

- Develops and manages regional research plans related to cattle, crops, and horticulture. Coordinates with Director of Research Operations, station Associate Directors, and faculty to allocate and approve field research within the region. Develops and implements quality control measures to ensure high quality results from research effort. Partners with departmental and Alabama Cooperative Extension System (ACES) staff personnel to ensure dissemination of results.
- Assists in the development and allocation of regional budget to ensure financial integrity. Correlates regional spending to research output and promotes revenue generation to enhance regional budgets. Manages regional reserves to improve facilities and equipment. Identifies extramural and alternative funding streams to benefit the region.
- Provides leadership to the Associate Directors and administrative support to increase technical abilities of all station employees. Assists in developing employee recruitment and retention tools, as well as facilitating performance management programs to ensure employee development and recognition.
- Manages assigned staff and leads recruitment of positions, including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues.
- Serves as a liaison to Facilities Management personnel to inventory current facilities, as well as to plan and facilitate physical plant upgrades. Evaluates needs and communicates design requirements, assists in completing bid processes, monitors the construction phase, and provides input for project completion.
- Collaborates with Associate Directors to identify equipment needs, and develops systematic plans for maintenance and replacement. Coordinates usage of high value assets, both within and across regions, to minimize equipment overlap and maximize usage. Identifies and evaluates the effectiveness of emerging technologies to improve station operations.
- Promotes research efforts by coordinating with the Associate Directors and stakeholders to provide multiple field days, tours, and producer meetings within the region. Develops and provides material for social media and web content to CoA Communications and Marketing.
- Responsible for monitoring and ensuring compliance of Institutional Animal Care and Use Committee (IACUC) regulatory guidelines for all designated regional stations.

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	Supervises others with full supervisory responsibility.
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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 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	
Master's Degree	Degree in Agriculture or related field.	and	8 years of	Experience managing research programs, research centers, or other research operations related to agriculture. Experience with IACUC guidelines and AAALAC guidelines. Must have at least 2 years of supervisory experience.	

Substitutions Allowed for Education	Yes
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Substitution 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Institutional Animal Care and Use Committee (IACUC) guidelines.	
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Knowledge of Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines.	
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Basic accounting principles and personnel management.	
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Interpersonal skills, excellent communication skills (verbal and written), budget skills, critical thinking.	
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MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	Completion of CITI Training for IA CUC	within 90 Days	Required	And
	Valid Pesticides Application certification (demonstration and research)	within 90 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
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 cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.