



JOB INFORMATION

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| Job Code | CA05 |
| Job Description Title | Dir, Alabama 4H Center |
| Pay Grade | OP13 |
| Range Minimum | \$77,970 |
| 33rd % | \$98,760 |
| Range Midpoint | \$109,160 |
| 67th % | \$119,560 |
| Range Maximum | \$140,350 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/5/2018 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Outreach & Extension |
| Job Function: | Extension Systems |

JOB SUMMARY

Reporting to the 4-H Program Assistant Director, responsible for the efficient day-to-day operations of Alabama 4-H Center that includes a conference and catering center, dorms and cabins, and a licensed school. Directs the mission of serving Alabama youth, including the need for affordable youth events and activities, while balancing a marketable price point for adult and corporate property use. Oversees the demands and special interests of Auburn University, the Alabama Cooperative Extension System, Alabama 4-H, and the Alabama 4-H Foundation Board.

RESPONSIBILITIES

- Oversees the operations of the Center, including administration, programming, food service and dining, maintenance, building and grounds, and housekeeping. Responsible for facility safety, cleanliness, and high customer service standards for all guests.
- Provides leadership for the management of human resource actions for the Center including establishing positions; develops job descriptions, identifies work duties, developing performance assessment procedures, and recruiting, selecting, and hiring staff.
- Oversees the development of the Center’s budget and monitors the expenditures and allocation of funds.
- Secures resources and develops, implements, and evaluates strategies to market the Center to both private and public users. Provides leadership for public relations, fundraising, and the creation of long-term systems that will sustain the Center.
- Works cooperatively to ensure that high quality educational programming is provided to 4-H Youth, other youth, adults, and corporate users. Ensures that the 4-H Center meets and/or exceeds the American Camp Association standards and that all youth programming adheres to the mission, policies, and guidelines of Alabama 4-H, Alabama Cooperative Extension System, and Auburn University.
- Compiles fiscal, marketing, and maintenance reports for the Center. Develops and implements a business plan for the 4-H Center in cooperation with the 4-H Foundation Board of Directors and the Alabama Cooperative Extensions System.
- Collaborates with the 4-H Foundation Board of Directors to identify and develop new Board members. Communicates the Center’s purpose and vision to staff and stakeholders.
- Drafts and assembles policies and procedures as needed for the 4-H Center’s operations in partnership with the State 4-H Office and Auburn University. Establishes and monitors priorities to ensure that staff members conduct business in accordance with set policies and procedures.
- May perform other related duties as assigned by the 4-H Program Assistant Director.

SUPERVISORY RESPONSIBILITIES

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| 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 | |
|-------------------|---|-----|---------------------|---|--|
| Bachelor's Degree | Degree in Business Administration, Business Management, Hospitality Management, Communications, Marketing, or related field. Master's degree preferred. | And | 6 years of | Experience in hospitality management, or community and government relations, and/or development relations. At least 2 years' supervisory experience required. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of hospitality management and administration to include sound budgeting practices and needs assessment practices. | |
| Knowledge of business operations and supervisory practices and methods. | |
| Knowledge of fund development and marketing practices to include community and government relations. | |

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

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.