

---

## Auburn University Job Description

Job Title: **Dir, ACES Program & Dev Supp**

Job Family: No Family

Job Code: **CA22**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

---

### Job Summary

Directs and oversees the Alabama Cooperative Extension System (ACES) Program Development and support unit, to include providing leadership, coordinating planning, formulating budgets, developing strategies and systems, and implementing policies for various ACES departments throughout the state.

### Essential Functions

1. Directs multiple ACES programs and projects including reporting and accountability procedures, federal and state planning, and reporting requirements.
2. Provides direction and leadership in determining the economic impact of various ACES program initiatives.
3. Provides organizational guidance and leadership for educational program quality, program impact and value, and accountability to stakeholders.
4. Directs and oversees the design and delivery of ACES educational programs to Alabama's diverse population and ensures compliance with federal and state regulations.
5. Works closely with the ACES Human Resource Office to assure the employment and training of a diverse workforce within ACES.
6. Develops a model and guides the implementation of a comprehensive professional development plan for ACES employees that promotes teamwork and collaboration across disciplines and units within ACES and across Alabama A&M University and Auburn University.
7. Consults with Information Technology, ACES Communications and ACES faculty to direct ACES strategies to build on-line and other collaborative communities of interest for global, state, and local audiences.
8. Supports the development and implementation of a strategy to grow programs through extramural funding sources to include sponsored programs through grants and contracts; gifts and endowments; fee based programs, products and activities; auxiliary enterprises; and other approaches.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Adult and Continuing Education, Extension Education, Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
<b>Experience (yrs.)</b>	7	Experience in program planning, program administration, supervision/management, training, budgets.

#### 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 human resources policies, practices, precedents, and laws related to performance review and employee development. Knowledge of staff development techniques and strategies.

#### Certification or Licensure Requirements

None Required.

---

### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 12/15/2011

---