

JOB INFORMATION

Job Code	EC10
Job Description Title	Exec Dir, City/Comm Rel&SpeEvt
Pay Grade	MCUC
Range Minimum	\$0
33rd %	\$0
Range Midpoint	\$0
67th %	\$0
Range Maximum	\$0
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/25/2018

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Public & Governmental Relations

JOB SUMMARY

Under minimal supervision and reporting to the Director of Governmental Affairs, the Director of City Relations builds and maintains strong partnerships between Auburn University and Auburn City/Lee County government, community, businesses, and neighborhoods to enhance the image and mission of the University.

RESPONSIBILITIES

- Serves as the primary liaison between the University and Auburn City/Lee County community by representing the University at city council meetings, Lee County Commission meetings, and other boards and professional meetings as required. Builds and sustains relationships with stakeholders across the communities.
- Monitors Auburn City ordinances and resolutions and keeps University informed of any changes.
- Identifies opportunities to develop and influence policy to best meet the needs of the University and its student body; serves as a resource for faculty, staff, and students regarding local government issues.
- Coordinates with Auburn City/Lee County offices, departments, and agencies regarding University events to enhance awareness and ensure the safety of students.
- Manages a balanced program of community/campus events designed to strengthen the partnerships between the University and the community.
- Develops and leads strategies on local University-City issues which enhance relationships for the betterment of the community.
- Designs, organizes and manages logistics of all community/campus events, including: designing invitations and programs, developing and managing guest lists, mailings, and responses; securing various vendors (entertainment, tenting, rentals, catering, security, parking); preparing event summaries for the President and other key administrators; coordinating committees and volunteer support services.
- Forecasts, implements and oversees all budget operations associated with community and campus events which enhance the partnership between the University and community.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
----------------------------	---

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	No specific degree.	And	8 years of	Experience in public relations, marketing, or similar field in working effectively with diverse and broad-based community constituents. Experience must include major event planning and successful relationship management with community leaders.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and familiarity with local government and business environments, as well as knowledge of event planning.
Ability to coordinate meetings and events considering complex scheduling issues.
Excellent interpersonal skills and the ability to relate to all people

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

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.