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## Auburn University Job Description

Job Title: **Dir, Ag Land & Resource Mngt**

Job Family: No Family

Job Code: **GA02**

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

FLSA status: Exempt

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### Job Summary

Directs the daily operations for the Agriculture Heritage Park, AAES Land and Facilities Management, and Alumni Relations for the College of Agriculture.

### Essential Functions

1. Manages land and facilities resources in order to provide an accurate inventory of capital investments for on campus and statewide Agriculture and AAES lands.
2. Prepares departmental budget and administrative reports and analyzes and interprets financial data.
3. Oversees the Ag and AAES Land and Facilities Management and Federal Excess property and coordinates with employees, faculty, and University units to implement strategic programs and projects pertaining to Ag, AAES, and COAG.
4. Oversees strategic programming, forecasting, and planning for the daily operations of Ag and AAES Land and Facilities Management; Alumni Relations; and Ag Heritage Park.
5. Coordinates marketing and promotional items and programs to promote the Ag Heritage Park.
6. Oversees various alumni/fundraising events and communicates with alumni, corporations, and donors to raise funds for the development of the park.
7. Serves as representative to Auburn University's General Council; liaison between COAG and Facilities Management and represents AAES/COAG on various committees.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Management, Business, Agricultural Business, or related field
<b>Experience (yrs.)</b>	7	Experience in open land and/or space resource management and construction management

#### 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 resource management to include water, soil, and geo-spatial computer programs and accounting and budgeting principles and practices.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012

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