
Auburn University Job Description

Job Title: **Dir, Exp Station Research Ops**

Job Family: No Family

Job Code: **HC12**

Grade AF19 \$77,600 - \$139,700

FLSA status: Exempt

Job Summary

Reporting to the Associate Director of Alabama Agricultural Experiment Station, the Director of Research Operations oversees approximately 13 experiment stations. Responsible for maintaining and planning research operations and future equipment and infrastructure needs. Ensures compliance with all research organizations pertaining to animals.

Essential Functions

1. Provides leadership for Research Center Directors through supervision and serves as a liaison with on-campus units. Oversees the management of outlying units operations budgets of approximately 5 million dollars. and coordinates with the Associate Director, AAES, and Business Office Director regarding financial decisions.
2. Manages the resources and approximately 70 employees at the Research Centers to ensure the long-term viability of the stations. Evaluates the station's infrastructure and equipment to make recommendations to maintain and improve for future use.
3. Oversees inventory and resource management to ensure goals are met. Collaborates with management of the outlying units to ensure equipment and supplies meet the needs of the stations.
4. Coordinates and leads various programs that support research operations. Builds and maintains community and corporate partnerships.
5. Coordinates and approves approximately 400 research projects each year conducted at the outlying units and ensures appropriate resources are provided. Maintains the AAES Project Approval System to ensure the system is functioning and approvals are routed on a timely manner.
6. Serves on various committees as assigned by AAES leadership. Promotes the stations and increases visibility of the outlying units to stakeholder groups which include Faculty, Auburn Administration, corporations, state legislators, and the community.
7. Develops and implements research plans to include emerging technologies on-site.
8. Ensures compliance with regulations related to animal care and environmental concerns.
9. Performs other duties as assigned.

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in an Agriculturally-related field.
Experience (yrs.)	10	At least 8 years of experience in managing research programs, research centers, or other research operations.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Institutional Animal Care and Use Committee (IACUC) guidelines.
Knowledge of Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines.

Certification or Licensure Requirements

None Required.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 100 pounds.

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

Date: 11/19/2019
