
Auburn University Job Description

Job Title:	Mgr, CPS-Perf Research & Development	Job Family:	No Family
Job Code:	HC76	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages and supervises the daily operations of Canine Performance Services (CPS) research and breeding programs. Assists the Directors in daily administration, operations, and management of the CPS program to ensure the program operates in an efficient manner while adhering to regulatory requirements.

Essential Functions

1. Develops and manages specifications and plans in specific areas of CPS research and production programs. Communicates and collaborates with employees, department heads, upper administration, other institutions, businesses, and consultants to conduct advanced research.
2. Oversees records, maintains data related to CPS research activities, and disseminates data to appropriate people. Performs research data analysis and report writing.
3. Oversees, develops and maintains institutional protocol requirements for research and production programs. Ensures programs comply with University, state, and federal regulations. Provides technical consultation, administrative and facilities coordination, and assistance for CPS research programs and facilities.
4. Maintains financial resources of research programs to include budget and financial reports. Ensures budget controls, assessments, projections, expenditures, and modifications are maintained and accurate.
5. Coordinates with CVM communications and marketing personnel regarding promotion of CPS activities, including contact with media, social media, and various presentations and promotional activities. Coordinates with CVM development team regarding presentations and promotional activities.
6. Directs and coordinates assigned labor force involved in CPS research and production programs to include training, developing work schedules, and completing personnel forms. Oversees and develops SOPs for safety training.
7. Forecasts resource requirements and oversees the receipt, storage, and care of material and equipment to complete CPS research and production areas.
8. Supervises the maintenance and repair of physical facilities and equipment associated within specific CPS research and production areas.

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	Master's degree in Exercise Physiology, Biomechanics, Kinesiology, or Sports Medicine.
Experience (yrs.)	5	Experience in canine research and production programs and development of research and production programs with progressively increasing levels of responsibility and accountability. At least one year experience involved in the budgeting aspect within a canine research program. At least 1 year experience in supervising, mentoring or leading the work of others.

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 canine breeding, development, and training. Knowledge of canine research protocol requirements. Knowledge of basic financial principles.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 10/25/2017
