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## Auburn University Job Description

Job Title: **DCSITE Task Manager**

Job Family: No Family

Job Code: **ID15**

Grade RE08 \$47,300 - \$80,400

FLSA status: Exempt

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### Job Summary

Reporting to the Canine Performance Sciences Program (CPSP) Co-Director, the Task Manager manages a diverse research and development team of approximately 30 individuals across Auburn University and multiple external partnering institutions, focusing capabilities on mission driven national security initiatives consistent with the mission of the Detection Canine Science, Technology and Education (DCSITE) program. Collaborates with DCSITE Co-PIs in facilitating program operations and reports to and conveys programmatic guidance from the DCSITE Coordinator and PI.

### Essential Functions

1. Manages DCSITE initiatives related to training aid development, odor training, canine welfare and service life, canine evaluation and selection, and domestic production of next-generation detector dogs.
2. Ensures that assigned projects meet quality, budget, and timeline objectives, including identification and realization of project milestones, development of key deliverables, risk assessment, and problem solving.
3. Coordinates team meetings, purchasing, and development of reports.
4. Develops operational protocols as necessary to ensure regulatory compliance requirements are met.
5. Documents task-related progress as required to meet reporting requirements.
6. Performs other related duties as assigned.

### Supervisory Responsibility

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

*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	No specific discipline.
<b>Experience (yrs.)</b>	6	Experience in complex project management. Experience with canines desired.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Excellent written and oral communications and presentation skills.

#### Certification or Licensure Requirements

None required. Must be a United States Citizen.

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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.

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 walking, sitting, talking, hearing, .

Job occasionally requires standing, reaching, and lifting up to 10 pounds.

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

Date: 1/31/2022

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