AUBURN
Human Resources

Coord, Ag Land & Resource Mgmt

Job Description

JOB INFORMATION

Job Code	AG04
Job Description Title	Coord, Ag Land & Resource Mgmt
Pay Grade	AF10
Range Minimum	$39,810
33rd %	$45,120
Range Midpoint	$47,770
67th %	$50,420
Range Maximum	$55,730
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/17/2021

JOB FAMILY AND FUNCTION

Job Family:	Agriculture & Forestry
Job Function:	Farm & Agriculture

JOB SUMMARY

Reporting to the Director, Agriculture Land & Resource Management (ALRM), serves as the program coordinator for daily operations of the Federal Excess Personal Property (FEPP) program for the College of Agriculture and Alabama Agricultural Experiment Stations, as well as responsible for coordinating ALRM financial processes; equipment and fleet management; customer work orders and data management; and office IT systems.

RESPONSIBILITIES

- Coordinates the administration, physical inventory, acquisition and disposal of excess federal property across the College of Agriculture and Alabama Agriculture Experiment Stations.
- Coordinates the acquisition, inventory, and disposal of equipment and fleet. Tracks and maintains the life cycle equipment and fleet management software tracking system. Responsible for meeting and maintaining state and university inventory and insurance requirements.
- Collaborates with vendors, employees, and other stakeholders to ensure property inventory and financial transactions are accurately maintained in the Banner Business and Finance ERP.
- Coordinates university annual inventory audits. Coordinates acquisition, disposition, and software maintenance of computers, iPhone, and other technology.
- Completes assigned construction and maintenance projects as needed, including planning and execution, ordering, and procurement of materials and oversight.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

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 to 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 discipline. Desired: Degree in Engineering, Project Management, or related field	and	4 years of	Experience in inventory control and management, project coordination, process management, and/or GIS data management while also meeting the stated required knowledge.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of USDA FEPP laws and regulations.	
Knowledge of inventory control principles.	
Knowledge of inventory documentation and records.	
Knowledge in documentation of the condition of various types of property ranging from lab equipment to vehicles.	
Knowledge in packaging, shipping and receiving inventory.	
Knowledge in documentation fleet and equipment records.	
Knowledge of State and University property and financial transactions, laws, and requirements.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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		