AUBURN
Human Resources

# Coord I, Business/Administrative Services

## JOB INFORMATION

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|---|---|
| Job Code | DB04A |
| Job Description Title | Coord I, Business/Administrative Services |
| Pay Grade | FO05 |
| Range Minimum | $37,370 |
| 33rd % | $43,600 |
| Range Midpoint | $46,710 |
| 67th % | $49,820 |
| Range Maximum | $56,050 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/3/2012 |

## JOB FAMILY AND FUNCTION

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| Job Family: | Financial & Business Operations |
| Job Function: | Business Administration |

## JOB SUMMARY

Provides administrative support within a school/college or administrative unit to consolidate financial and business operations forwarded from various internal subordinate departments.

## RESPONSIBILITIES

- Serves as liaison for departmental administrative support personnel to advising on policy and procedure relevant to business operations, budgeting, and human resources issues.
- Coordinates daily business operations to include reviewing departmental financial transactions, budget change orders, payroll, and or travel vouchers.
- Advises students, employees, and faculty on policies and procedures concerning operational issues related to business and financial operations.
- Assists in developing and balancing the school/college/administrative unit's total budget based on financial information gathered from subordinate departments.
- Coordinates human resources processes to include recruitment of new employees and completing and reviewing personnel action forms
- Prepares or coordinates the preparation of business and financial reports.
- May be responsible for coordinating the purchase and/or maintenance of equipment and inventories.

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

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 4 years of | experience in administrative and financial support service. | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Office and Administrative Support |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | 10 lbs |
| 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 temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |