AUBURN
Human Resources

Asst Dir, NCAT Business Operations & Planning

Job Description

JOB INFORMATION

Job Code	EA98
Job Description Title	Asst Dir, NCAT Business Operations & Planning
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/2/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the NCAT Director, the NCAT Business Operations & Development Assistant Director manages the business, financial, facility, and administrative and human resources strategies and programs of the National Center for Asphalt Technology (NCAT).

RESPONSIBILITIES

- Accounting and Financial Management: Responsible, through self or others, for the accounting, reporting, budgeting, and monitoring of all financial matters within NCAT. Develops financial strategies to ensure the operating viability of NCAT through analysis of assets and liabilities. Prepares and submits financial forms for major proposals. Ensures that all fiduciary responsibilities of the partnership with the National Asphalt Pavement Association (NAPA) and the National Asphalt Pavement Association Research and Education Foundation Inc. (NAPAREF) are fulfilled. Manages the finances so that adequate reserves are available to meet future needs. Provides high-level programmatic support by recommending and implementing improvements to accounting practices, systems, and procedures, and by providing lead researchers and managers with analyses, projections, and trends necessary to keep NCAT at the forefront of the asphalt pavement research industry
- Budget Management: Creates reports summarizing the current and projected financial state of NCAT. Prepares and monitors the operating budget for NCAT and provides analysis for funding activities, business operations, project accounting, and budgetary counsel in support of NCAT's strategic plan. Prepares test track conference budget and determines appropriate registration fees. Communicates and clarifies NCAT's project budget development and monitoring processes to new researchers.
- Compliance Management: Reviews documentation for compliance with University, legal, cost accounting standards, and other guidelines.
- Human Resource Management: Partners with College of Engineering's HR Liaison to ensure HR processes and strategies are appropriately administered. Prepares documentation for merit and supplemental pay. Compiles annual performance reviews for submission to the college. Completes documentation needed for filling vacancies, job reclassifications, and employee terminations, including full-time employees, temporary employees, and student employees. Coordinates all HR processes involved in searches, job offers, and onboarding.
- Contract Management: Responsible for the facility maintenance contracts of the NCAT properties to include the main office, lab, and test track, ensuring that the buildings and grounds are well kept and presentable (NCAT facilities are maintained independent of AU facilities). Coordinates repairs and renovations with AU Facilities and/or directly with local contractors as appropriate. Contacts utilities for service needs and

RESPONSIBILITIES

	manages the maintenance contracts including telephone systems, internet services, custodial contracts, water, HVAC service, building alarm/ security, pest control, and landscaping maintenance. Serves as the point of contact with Auburn University's Facilities and/or contractors for capitol reparis and renovations. Establishes contracts with hotel and conference center and local transportation services for tours. Writes RFPs for maintenance contracts and negotiates through PPS for best values. Coordinates meeting room contracts and arrangements and catering. Responsible for both pre- and post-award financial management for an average of 75-100 active contracts.
•	Business Management/Development: Develops comprehensive business plans for new training initiatives, engineering services, workforce development, and intellectual property assets, that involve revenue and expense forecasting, marketing, and partnering. Prepares and aids in presentation of reports and information semi-annually to NCAT Board of Directors. Prepares meeting minutes. Serves on test track conference planning committee. Coordinates vendor set up, room arrangements, and catering.
•	Supervises NCAT administrative and financial staff, approves leave requests, payroll, annual performance reviews, annual planning document, and assigns work tasks. Acts as liaison between the faculty, staff, Engineering Business Office, Office of Sponsored Programs, and Contracts & Grants.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	in Accounting or a Degree plus a CPA.	and	7 years of	Experience in accounting, financial management, business operations, as well as working knowledge of HR with progressively increasing levels of responsibility and accountability. Must have 2 years of experience leading, mentoring or supervising employees.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, budget and management principles and practices and analysis of finance; AU sponsored programs research administration rules and regulations.	
Knowledge of various marketing and communication theories, concepts, techniques, mediums and strategies, financial practices and procedures and general business operations.	
Knowledge of AU employment policies and processes for faculty, staff, temporary employees and students including foreign nationals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				And
Certified Public Accountant (CPA)	CPA is required if Degree is not in Accounting.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Pre-Employment Drug Screening; Financial History Check

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		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.