AUBURN
Human Resources

Coord I, Facilities

Job Description

JOB INFORMATION

Job Code	EB65
Job Description Title	Coord I, Facilities
Pay Grade	AS07
Range Minimum	$37,140
33rd %	$43,330
Range Midpoint	$46,420
67th %	$49,520
Range Maximum	$55,700
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/1/2023

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

Under close supervision, provides routine administrative, financial, and analytical support for all Facilities areas. Performs routine administrative work relating to the coordination of events, meetings, or other areas involving sensitive information.

RESPONSIBILITIES

- Provides general administrative support including, but not limited to, preparing agendas, notices, minutes, reports, and documents; gathering and managing data; providing correspondence, filing, and recordkeeping; preparing and processing forms; overseeing mail distribution and outgoing mailings; and purchasing/ordering supplies through material requests and other methods.
- Acts as a point of contact to other departments, students, faculty, customers, and outside agencies and vendors. Retrieves and disseminates information to internal and external stakeholders.
- Processes and tracks purchase orders, invoices, bid proposals, contract transactions and related financial transactions for responsible area.
- Supports department Human Resource functions including, but not limited to, hiring process, on-boarding process, training coordination, performance reviews, and corrective actions. Exercises discretion concerning sensitive and confidential information.
- Assists in entering and maintaining data and metrics for analyzing and monitoring the effectiveness of departmental initiatives. Assists in entering, monitoring, and evaluating data within designated facilities systems. May assist in maintaining asset databases to ensure accuracy for current and retired equipment.
- Coordinates designated programs ensuring necessary equipment, tools, supplies and/or uniforms specific to departmental needs.
- Coordinates personnel and meeting schedules for responsible areas.
- Assists in tracking budget for responsible area, ensuring all financial transactions and records are accurate.
- Assists in planning and coordinating large or complex projects as well as various department processes. May support projects in responsible area with funding requests, budget processing, schedule planning, and general project coordination.
- May oversee and maintain data system(s) including, but not limited to, work orders, equipment inventories, project templates, and/or other related information.

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	
Some college; vocational or Associate's Degree	No specific discipline	and	2 years of	Experience in office administration including computer operation, software, and databases. Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions.	

Substitutions Allowed for Education	Yes
Substitution 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of customer service best practices.	
Knowledge of functions related to office administration, including, but not limited to: Greeting clients, determining their needs, and directing them to the appropriate Facilities personnel; ordering supplies and equipment on behalf of Facilities Maintenance employees; as well as scheduling meetings, preparing agendas, and creating meeting minutes for distribution.	
Ability to understand and navigate computers, software, and databases.	
Ability to learn and use software systems related to facilities management, financial services, and metrics development.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.