AUBURN
Human Resources

Asst Dir, Asset Management

Job Description

JOB INFORMATION

Job Code	ED09
Job Description Title	Asst Dir, Asset Management
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Approved Date:	6/4/2024 11:30:57 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Under general direction of the Dir/Chief, Procurement & Payment Officer, the Asst Dir, Asset Management manages the day-to-day operations of Asset Management services and is responsible for the supervision of its staff.

RESPONSIBILITIES

- Manages daily operations related to Asset Management services including, but not limited to oversight of operations, tagging, and auditing of University-owned assets, as well as planning and implementing a robust excess property program that is responsible for the disposition, transportation, and custody of excess inventory.
- Acts as liaison between Asset Management, and individual colleges, schools, departments, and outside constituents. Builds and maintains positive partnerships with campus stakeholders through face-to-face meetings, training, developing and driving communication efforts, developing new committees to discuss property-related issues, and providing guidance on complex property-related issues.
- Develops and analyzes various reports regarding Asset Management metrics, revenues, and inventory.
- Develops and analyzes various reports regarding Asset Management service staff metrics.
- Leads process changes to Asset Management services systems and reviews existing policies in order to improve efficiencies and better utilize University resources. Responsible for overseeing system upgrades and implementation of new technologies.
- Supervises Asset Management services staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring the training and development needs of staff are met.

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	Business Management, Business Administration, Accounting, or other related field.	and	5 years of	Experience showing progressively increasing levels of responsibility and accountability for business operations. Experience in making complex decisions that may be related to the deployment of new methods, procedures, programs, operational efficiency identification, KPI creation, and metric tracking; needs at least 3 years supervising full-time staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of and ability to interpret operational processes and strategic vision.	
Independently identifies opportunities for process improvement and operational efficiencies, recruit stakeholder buy-in, and operationalizes changes.	
Ability to interpret and apply state and federal law relating to property statutes.	
Strong written and verbal communications and interpersonal skills required.	
Ability to conform with externally imposed deadlines, adjust priorities accordingly, and coordinate with internal stakeholders and outside vendors.	

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

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			more than 100 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 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.