AUBURN
Human Resources

Coord, Asset Management

Job Description

JOB INFORMATION

Job Code	ED28
Job Description Title	Coord, Asset Management
Pay Grade	FO06
Range Minimum	$41,110
33rd %	$47,960
Range Midpoint	$51,380
67th %	$54,810
Range Maximum	$61,660
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/20/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under minimum supervision, removes, receives, organizes, inventories, and accounts for state and federally funded property from Auburn University and Alabama Cooperative Extension Service (ACES) divisions. Monitors property through the final disposition (transfer, sale, disposal, etc.) of said property.

RESPONSIBILITIES

- Receives, organizes, and prepares for the removal of state and/or federally-funded property from over 300 departments on campus and ACES. Verifies appropriate items to be surplused utilizing the Surplus Work Order submitted by the department. Schedules pick-up time with the department and coordinates the pick-up utilizing students, when necessary. Determines which property retains monetary value or usefulness to the campus, which property should be disposed of, and which items should be disposed of through public sale.
- Accounts for all Auburn University asset tags confirming surplus status while ensuring compliance with all applicable state and federal property laws. Ensures that federally owned items are not picked up prior to obtaining written consent from the Federal Department that owns the property.
- Catalogs and tracks items received; enters data correctly and efficiently in the database. Runs reports and provides to various internal parties, such as vendor vouchers, journal vouchers, collection reports, inventory reports, etc. Forwards information to Property Services in a timely manner for inventory purposes.
- Schedules appointments with Alabama state-funded agencies that are interested in the surplus property and assists in locating items. Ensures items taken are documented in the inventory systems for reporting purposes.
- Posts items and conducts sales on public forums. Creates advertisements and ensures all are conducted within Alabama State Property Laws. Contacts bid winners and schedules appointments for payment and pickup. Accurately and efficiently records all transactions in the Surplus Property system, and transfers data to Property Services to ensure items are removed from inventory. Compiles and verifies funds generated from sales, executes collection reports, and sends them to the Bursar's Office.
- Coordinates with and generates work orders to other service support units to assist with the transport of items. Ensures accounting/verification of items upon arrival are processed appropriately.
- Assists with and trains other employees (student and non-student) in inventory collections and disposal of surplus.
- Trains and evaluates Surplus Property staff in handling forms, and deposits, processing sales and bids, surplus tagging, and transfer procedures.
- May manage the Surplus Property office in the absence of the Manager.

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	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in Surplus to include physical retrieval of property, as well as the experience in preparing accurate records for property acquisitions and disposal.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Skill in both verbal and written communication.	
Skills in the preparation of accurate inventory records of surplus property.	
Must be proficient with AU property and inventory programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
Other	Once employed, will be required to become certified (on-the-job) to drive a fork lift and large box truck.	Upon Hire	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 pounds

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.