AUBURN
Human Resources

Assoc I, Asset Management

Job Description

JOB INFORMATION

Job Code	ED39
Job Description Title	Assoc I, Asset Management
Pay Grade	FO04
Range Minimum	$35,390
33rd %	$40,100
Range Midpoint	$42,460
67th %	$44,820
Range Maximum	$49,540
Exemption Status	Non-Exempt
Approved Date:	4/30/2026 9:56:04 AM
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under close supervision, the Surplus Property Associate I is responsible for removing, receiving, organizing, recording, and accounting for state and/or federally-funded property from all Auburn University and ACES divisions and departments and monitors same through the final disposition (transfer, sale, disposal, etc.) of said property. These tasks are to be performed in a safe, courteous, and timely manner and in compliance with applicable state and/or federal laws, regulations, policies, and procedures.

RESPONSIBILITIES

- Removes or receives state and/or federally-funded property from 300+ departments throughout campus and the Alabama Cooperative Extension Service.
- Assists in verifying appropriate items to be surplused utilizing the Surplus work order submitted by the department. Accounts for all Auburn University Asset tags, confirming surplus status.
- Identifies and records surplus items entering the university's inventory, ensuring accurate documentation, tracking, and completion of necessary forms and reports. Assists in completing state entity transfer forms and inventory reports.
- Assesses the condition and value of surplus assets, determining their potential for reuse, sale, or disposal.
- Maintains a comprehensive inventory system for surplus items, including storage, organization, and retrieval.
- Assists in ensuring compliance with all applicable state and federal property laws, including obtaining written consent for federally owned items.
- Facilitates the sale, auction, or donation of surplus assets, coordinating with internal departments, external buyers, or state organizations.
- Assists Alabama state-funded agencies such as public schools, police departments, prisons, and any other agency that receives the majority of their funds from the state, in finding needed items and updating the Surplus Property Inventory system accordingly.
- Assists Auburn University faculty & staff in locating furniture equipment, and vehicles from the warehouse.
- Assists in coordinating and generating work orders to other Campus service support units to assist with the transport to the Surplus Facility. Helps ensure accurate accounting and verification of items during arrival and processing.
- Receives, organizes, and prepares campus-wide electronic waste for disposal compliant with Federal/State laws and compliant with policies to prevent compromise of date.
- Assists as backup to Surplus Property Associate II as needed.

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		and	0 years of	experience in the safe movement of furniture, equipment, and other materials; operation of a motor vehicle; and basic computer skills.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic understanding of State and Federal property laws.	
Knowledge of Auburn University campus and its over 300 departments.	
Basic knowledge of business equipment, computers, lab equipment, motor vehicles, farm equipment and familiarity with material handling equipment.	
Skill in both verbal and written communication.	
Ability to use the Surplus Property System, AU Banner System, Microsoft Word.	
Microsoft Excel, and Microsoft PowerPoint.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	Certification to drive a fork lift and large box truck.	within 180 Days	Required	And
Notary License	Licensed and Bonded Notary.		Desired	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting			X			
Lifting			X			More than 100 pounds
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.