AUBURN
Human Resources

Assoc II, Asset Management

Job Description

JOB INFORMATION

Job Code	ED40
Job Description Title	Assoc II, Asset Management
Pay Grade	FO05
Range Minimum	$37,370
33rd %	$43,600
Range Midpoint	$46,710
67th %	$49,820
Range Maximum	$56,050
Exemption Status	Non-Exempt
Approved Date:	4/30/2026 9:55:52 AM
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under general supervision, the Surplus Property Associate II 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.
- Ensures accurate documentation and tracking of surplus items, including the completion of forms and reports for inventory control purposes. Accounts for all Auburn University Asset tags and confirms the surplus status of items.
- Conducts comprehensive cataloging and evaluation of surplus items, assessing their condition, value, and potential for reuse, sale, or disposal. Identifies and records surplus items entering the university's inventory, ensuring accurate documentation, tracking, and completion of necessary forms and reports.
- Ensures compliance with applicable state and federal property laws, including obtaining written consent for the removal of 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.
- Coordinates 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 policies to prevent compromise of date.

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	and	2 years of	Experience in the safe movement of furniture, equipment, and other materials; operation of a motor vehicle; and basic computer skills.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of State and Federal property laws.	
Advanced knowledge of Auburn University campus and its over 300 departments.	
Knowledge of business equipment, computers, lab equipment, motor vehicles, farm equipment and familiarity with material handling equipment.	
Familiar with the Surplus Property System and AU Banner System.	
Experienced with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.	
Excellent communication skills both written and verbal.	

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		
Sitting			X			
Lifting				X		Up to 50 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.