AUBURN
Human Resources

Mgr, Facilities Document Management

Job Description

JOB INFORMATION

Job Code	NA25
Job Description Title	Mgr, Facilities Document Management
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/22/2018

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

JOB SUMMARY

Oversees the Auburn University Facilities Document Management System containing a large and diverse collection of records and documents, both digital and physical which provide official historical records of Auburn University's permanent structures, utilities, easements, and real estate.

RESPONSIBILITIES

- Oversees the archival, storage, maintenance, protection, and expansion of the physical and electronic records, including but not limited to, construction drawings, project files, project close-out documents, warranties, facility maintenance documents, and utilities and infrastructure plans. Oversees the development and strategic vision of best practices and processes to ensure system stays current in a fast-paced digital age.
- Manages the preservation and conversion of the documents and records. Protects valuable and fragile assets, including original drawings. Oversees a detailed process of converting physical documents to digital format, including assessment/evaluation of originals to determine origin and relevance, electronic scanning of originals, storing newly digitized files in database and proper format to ensure long-term availability for official use. Catalogs electronic files to ensure ease of access through direct retrieval or through electronic search mechanism. Implements stringent quality control measures to ensure accuracy and completeness of archived and converted records.
- Develops and administers a formalized program for the security, control, and access of records and documents, including those of historic significance or critically sensitive with respect to safety and security of University assets and personnel. Develops and enforces policies and procedures which internal clients and external clients can request access, and be approved or disapproved based on need balanced with protection. Ensures all access requests are expeditiously processed according to policy.
- Manages the Project Close-Out Process including receipt, review, storage, archival, and cataloging of all official project documentation. Ensures accuracy and completeness of project records including as-built drawings, testing and commissioning reports, manuals, warranties, contracts, communications, and more. Works with internal Facilities Management personnel and external professionals to ensure quality and completeness of records and documents.
- Oversees the hiring, training, and supervising of staff including part-time, temporary, students, and permanent staff. Assigns workloads and schedules of staff.
- Monitors budgets for area, including managing inventory and purchasing supplies.

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	No Specific Discipline.	and	6 years of	Experience in physical and digital archives or electronic records management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge of both physical and digital archives, electronic record management and digital preservation practice.	
Proficient at computer-based methods for data-retrieval, manipulation, and presentation of data from large, complex databases.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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					
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.