AUBURN
Human Resources

Coord, Facility Ops & IT

Job Description

JOB INFORMATION

Job Code	NB89
Job Description Title	Coord, Facility Ops & IT
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/14/2018

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Under general supervision, coordinates and oversees management related programs, tasks, and special projects in support of both the Exec Dir, Facility Operations and the Mgr, Information Technology.

RESPONSIBILITIES

- Coordinates the development and management of information, such as project priority lists, funding plans and execution schedules, operating budget execution summaries and financial assessments, needed to support high level meetings between the Exec Dir, Facility Operations and Mgr, IT, and other senior University leaders.
- Prepares and presents complex technical, analytical, and statistical assessments for the Exec Dir, Facility Operations and Mgr, IT that represent and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommends in support of Facilities Management operations, program planning, and execution.
- Identifies, develops, and maintains metrics for routine management reports and analyses to assist the Exec Dir, Facility Operations and Mgr, IT monitor the effectiveness of multiple departments financial performance, personnel management, budget execution, design and construction program/project execution, process improvements and other management initiatives.
- Collects, analyzes, and synthesizes data and information from multiple sources, as needed to create presentations and reports to assess the overall performance of ongoing Facilities Management operations and programs.
- Coordinates and maintains the Executive Dir of Facility Operations schedule; makes travel arrangements, oversees administrative functions of the Exec Dir, Facility Operations and Mgr, IT office. Creates and schedules meetings for both supervisors with other University staff and external groups.
- Drafts and develops documents, presentations and materials as needed.
- Initiates the processing of requests for department cell phones for over 200 Facilities Management employees including determination of communication needs for individuals, selection of equipment, ordering and tracking usage.
- Develops and manages performance appraisals and confidential documents for the Exec Dir, Facility Operations and Mgr, IT use.
- Evaluates incoming Work Orders within the Asset Works AiM operating system from throughout the Auburn campus and makes funding decisions regarding source of funds to pay for requested work.
- Coordinates Facility Operations new employee orientation program including tracking new employee status and performance as well as developing the schedule for full-day orientation into the culture and environment of Facilities Management.

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	
Bachelor's Degree	Not specified.	and	3 years of	Experience in a business environment conducting analytical studies; developing, assessing and presenting metrics to facilitate opportunities for business and process efficiencies. Experience working with teams to improve business practices and business/work execution processes.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial, accounting, and basic business principles and practices.	
Knowledge of statistical analysis methods.	

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					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.