AUBURN
Human Resources

Asst Dir, Project Support

Job Description

JOB INFORMATION

Job Code	NC58
Job Description Title	Asst Dir, Project Support
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Approved Date:	10/16/2024 4:28:20 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Design Services Director, responsible for the daily operations related to contracts, estimating, bid management, plan vault, and campus relocation functions. Provides staff supervision, guidance, and overall review of associated documentation, processes, and activities. Manages the annual operation budget for the department and provides cost estimates on proposed construction projects. Communicates and coordinates with clients and other Facility Management organizations to ensure quality service.

RESPONSIBILITIES

- Establishes and administers programs, policies, procedures, and metrics to ensure the most efficient and effective execution of all work performed by Project Support personnel. Maintains and provides guidance on standard contract routing and approval processes. Reviews contracts for both internal departments and external customers and analyzes contracts regarding risk exposure.
- Serves as authority for and ensures legal compliance with Alabama bid and licensing laws as well as other state and federal regulations. Oversees the legal administration of advertising, bidding, design and construction proposals, and contracts such as Large Public Works and Small Public Works. Establishes and maintains procedures for compliance and for documenting the decision-making process.
- Oversees and reviews the development of design and construction estimates. Monitors and maintains construction cost database to order and track purchased materials, labor, and supplies needed for projects. Ensures that bids are received, analyzed, certified, and documented as per all applicable legal requirements.
- Responsible for the maintenance, documentation, and organization of contract documents and records. Oversees the collection, archival, retrieval, and/or removal of all design and construction documents for the University.
- Provides oversight for the planning and execution of campus moves consisting of personnel, furnishings, and/or equipment. Responsible for the development, coordination, and implementation of moving and relocation guidelines. Ensures that campus relocation metrics and statistics are developed, collected, analyzed, and published.
- Prepares AutoCAD drawings for Facility Division projects, space management and campus planning. Updates and maintains campus building drawings and the space management system. Creates new space plans, architectural designs, and/or digital images for design projects.
- Monitors the Project Support program and ensures that all projects are initiated and identified with appropriate project criteria. Responsible for tracking progress through established milestones and completion. Monitors project issues and facilitates communication between parties to resolve issues. Maintains project data and develops, analyzes, and publishes project execution metrics and reports.
- Educates clients and Facilities Management organizations regarding project support processes oversees training sessions as requested, and surveys users to measure satisfaction and determine areas of improvement.

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	Supervises others with full supervisory responsibility.

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	in Building Science, Construction Management, Architecture, Engineering, Business Management, or related field.	and	8 years of	Experience in construction estimating to include oversight and management of estimating services; construction contract development, writing, negotiating, and management to include assessment of risk; and understanding and providing guidance on state and local contract laws.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough understanding of Alabama bid and licensing laws and document retention requirements.	
Knowledge of construction estimating and requirements of contracts.	
Knowledge of budget development.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Project Management Professional (PMP) Certification or other licensure/certification in related field.	Upon Hire	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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.