AUBURN
Human Resources

Coord I, Office of Univ Arch

Job Description

JOB INFORMATION

Job Code	NC89A
Job Description Title	Coord I, Office of Univ Arch
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	11/21/2013

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Coordinates program and project management for the Office of University Architect (OUA) projects.

RESPONSIBILITIES

- Manages the portfolio of architectural, engineering, or other consultant contracts within OUA.
- Develops Owner-Architect Agreements, Professional Service Contract Agreements, and Professional Purchase Orders, issues Requests for Proposals, and tracks the award process for OUA contracts.
- Manages design budgets for the portfolio of projects, plans and studies within OUA.
- Manages schedule submissions and reporting as well as develops project budgets and manages the approval process for these within a project management system.
- Initiates and coordinates requests for funding from various University clients and within Facilities Management.
- Manages the change order process for OUA consultant contracts to ensure they are kept up to date.
- Develops and updates project design schedules for all OUA projects and project milestones ensuring client requirements are met and manages these schedules by tracking actual design execution progress against these schedule milestones.
- Manages performance metrics for the OUA program of projects by developing metrics to assess and report on the status of the OUA program to the AVP and Facilities Management clients.
- Leads the OUA communications efforts with clients by developing presentations and project status reports to provide program information and status to both internal and external clients across the university as well as the architect/engineer community.
- Ensures design costs are properly allocated against funded projects by ensuring consultants invoices are paid in a timely manner and within budgeted funds and reconciles billing and payment issues.

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	in Architecture, Engineering, Community/Urban Planning, Construction Management/Building Science, Business, or related field		0 years of	Experience in project management or general business operations	

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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		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			
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.