AUBURN
Human Resources

Coord I, Campus Services

Job Description

JOB INFORMATION

Job Code	NC97A
Job Description Title	Coord I, Campus Services
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/3/2019

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Coordinates and oversees the business administration, performance tracking, and special projects of the Campus Services department of Auburn University Facilities Division.

RESPONSIBILITIES

- Coordinates the quality control and customer service assessment process which includes, developing surveys, collecting information, analyzing and summarizing data, and recommending improvement plans.
- Provides service metrics for management reports; collects, analyzes, summarizes, and presents metrics to multiple levels of Facilities administrators.
- Coordinates and oversees the preparation of statistical information used to make business decisions for the functional areas within Campus Services.
- Develops and manages Service Level Agreements between Campus Services and business units on campus.
- Oversees and tracks Building Services budgets, ensuring all financial transactions and records are accurate
- Tracks and processes all purchase orders, bid proposals, and contract transactions.
- Facilitates communications between clients, vendors, and all Campus Services functional areas.

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	Degree in a technical, science, or business related field	and	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			
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.