
Auburn University Job Description

Job Title:	Coord, FAC AVP Programs	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	DB33	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Coordinates and oversees management related programs, tasks, and special projects in support of the Assistant Vice President's management of Auburn University Facilities Management organization and its operations.

Essential Functions

1. Collects, analyzes, and synthesizes information from multiple sources, as needed, to create presentations and reports for the Assistant Vice President to assess the overall performance of ongoing Facilities Management operations and programs.
2. Assists in managing and developing information such as funding plans, execution schedules, operating budget execution summaries, and financial assessments needed to support high level meetings between the Assistant Vice President and other senior University leaders.
3. Prepares and presents complex technical, analytical, and statistical assessments for the Assistant Vice President that present and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommendations in support of Facilities Management operations and Capital Projects program planning and execution.
4. Develops plans and schedules for the execution of multi-task programs, projects, and initiatives related to the day-to-day management of Facilities Management operations, as directed by the Assistant Vice President.
5. Identifies, develops, and maintains metrics for routine management reports and analyses to assist the Assistant Vice President monitor the effectiveness of Facilities Management's financial performance, personnel management, budget execution, design and construction program/project execution, process improvements, and other management initiatives.
6. Develops and manages performance appraisals and confidential documents for the Assistant Vice President's use.
7. Manages and maintains the Assistant Vice President's schedule; makes travel arrangements and oversees administrative functions of the office.
8. Drafts and develops documents and materials needed for Board of Trustees meetings.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the



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knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position with no experience.

Level II Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in a technical, science, or business related field

Focus of Experience

Experience in project management, general business operations, or analysis

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions 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.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/5/2013
