
Auburn University Job Description

Job Title: **Asst Dir, NCAT Bus Ops & Plan**

Job Family: No Family Grade

Job Code: **EA98**

FO11 \$59,500 - \$107,100

FLSA status: Exempt

Job Summary

Reporting to the NCAT Director, the NCAT Business Operations & Development Assistant Director manages the business, financial, facility, and administrative and human resources strategies and programs of the National Center for Asphalt Technology (NCAT).

Essential Functions

1. **Accounting and Financial Management:** Responsible, through self or others, for the accounting, reporting, budgeting, and monitoring of all financial matters within NCAT. Develops financial strategies to ensure the operating viability of NCAT through analysis of assets and liabilities. Prepares and submits financial forms for major proposals. Ensures that all fiduciary responsibilities of the partnership with the National Asphalt Pavement Association (NAPA) and the National Asphalt Pavement Association Research and Education Foundation Inc. (NAPAREF) are fulfilled. Manages the finances so that adequate reserves are available to meet future needs. Provides high-level programmatic support by recommending and implementing improvements to accounting practices, systems, and procedures, and by providing lead researchers and managers with analyses, projections, and trends necessary to keep NCAT at the forefront of the asphalt pavement research industry
 2. **Budget Management:** Creates reports summarizing the current and projected financial state of NCAT. Prepares and monitors the operating budget for NCAT and provides analysis for funding activities, business operations, project accounting, and budgetary counsel in support of NCAT's strategic plan. Prepares test track conference budget and determines appropriate registration fees. Communicates and clarifies NCAT's project budget development and monitoring processes to new researchers.
 3. **Compliance Management:** Reviews documentation for compliance with University, legal, cost accounting standards, and other guidelines.
 4. **Human Resource Management:** Partners with College of Engineering's HR Liaison to ensure HR processes and strategies are appropriately administered. Prepares documentation for merit and supplemental pay. Compiles annual performance reviews for submission to the college. Completes documentation needed for filling vacancies, job reclassifications, and employee terminations, including full-time employees, temporary employees, and student employees. Coordinates all HR processes involved in searches, job offers, and onboarding.
 5. **Contract Management:** Responsible for the facility maintenance contracts of the NCAT properties to include the main office, lab, and test track, ensuring that the buildings and grounds are well kept and presentable (NCAT facilities are maintained independent of AU facilities). Coordinates repairs and renovations with AU Facilities and/or directly with local contractors as appropriate. Contacts utilities for service needs and manages the maintenance contracts including telephone systems, internet services, custodial contracts, water, HVAC service, building alarm/ security, pest control, and landscaping maintenance. Serves as the point of contact with Auburn University's Facilities and/or contractors for capitol repairs and renovations. Establishes contracts with hotel and conference center and local transportation services for tours. Writes RFPs for maintenance contracts and negotiates through PPS for best values. Coordinates meeting room contracts and arrangements and catering. Responsible for both pre- and post-award financial management for an average of 75-100 active contracts.
 6. **Business Management/Development:** Develops comprehensive business plans for new training
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initiatives, engineering services, workforce development, and intellectual property assets, that involve revenue and expense forecasting, marketing, and partnering. Prepares and aids in presentation of reports and information semi-annually to NCAT Board of Directors. Prepares meeting minutes. Serves on test track conference planning committee. Coordinates vendor set up, room arrangements, and catering.

7. Supervises NCAT administrative and financial staff, approves leave requests, payroll, annual performance reviews, annual planning document, and assigns work tasks. Acts as liaison between the faculty, staff, Engineering Business Office, Office of Sponsored Programs, and Contracts & Grants.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting or a Degree plus a CPA.
Experience (yrs.)	7	Experience in accounting, financial management, business operations, as well as working knowledge of HR with progressively increasing levels of responsibility and accountability. Must have 2 years of experience leading, mentoring or supervising employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of accounting, budget and management principles and practices and analysis of finance; AU sponsored programs research administration rules and regulations. Knowledge of various marketing and communication theories, concepts, techniques, mediums and strategies, financial practices and procedures and general business operations. Knowledge of AU employment policies and processes for faculty, staff, temporary employees and students including foreign nationals.

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, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 10/15/2020
