
Auburn University Job Description

Job Title: **Coord II, Facilities**

Job Family: No Family

Job Code: **EB66**

Grade AS08 \$36,200 - \$54,300

FLSA status: Non-exempt

Job Summary

Under general supervision, provides varied administrative, financial, and analytical support for all Facilities areas. Performs administrative work relating to the coordination of events, meetings, or other areas involving sensitive information.

Essential Functions

1. Provides general and specialized administrative support including, but not limited to, preparing agendas, notices, minutes, reports, and documents; gathering and managing data; providing correspondence, filing, and recordkeeping; preparing and processing forms; overseeing mail distribution and outgoing mailings; and purchasing/ordering supplies through material requests and other methods.
 2. Processes and tracks purchase orders, invoices, bid proposals, contract transactions and related financial transactions for responsible area.
 3. Supports budget preparation and tracking for responsible area, ensuring all financial transactions and records are accurate.
 4. Supports department Human Resource functions including, but not limited to, hiring process, onboarding process, training coordination, performance reviews, and corrective actions. Exercises discretion concerning sensitive and confidential information.
 5. Collects, analyzes, and synthesizes data and information from multiple sources to create presentations and reports used to assess the overall performance of operations and programs. Collects, analyzes, and interprets data for projects, departmental operations, and/or other processes aimed at identifying opportunities to improve the efficiency and effectiveness of departmental objectives.
 6. Utilizes software packages to manipulate and prepare data and other information, databases, or reports. Assists in the development and maintenance of data and database system(s) including work orders, projects, space, equipment inventories, and/or other related information.
 7. Coordinates designated programs ensuring necessary equipment, tools, supplies and/or uniforms specific to departmental needs.
 8. Coordinates personnel and meeting schedules for responsible areas.
 9. Acts as a point of contact to other departments, students, faculty, customers, and outside agencies and vendors. Retrieves and disseminates information to internal and external stakeholders. Advises staff, students, administrators, and clients on processes, procedures, and services.
 10. Enters, monitors, and evaluates data within designated systems. May be responsible for maintaining asset databases to ensure accuracy for current and retired equipment.
 11. Supports projects in responsible area with funding requests, budget processing, schedule planning, and general project coordination.
 12. May oversee and maintain data system(s) including, but not limited to, work orders, projects, space, equipment inventories, and/or other related information.
Responsible for meeting and maintaining training and certification requirements as outlined by
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Auburn University Facilities Management policies.
May perform other related duties as assigned.

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 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	No specific discipline
Experience (yrs.)	3	Experience in office administration including computer operation, software, databases, and coordinating projects in a facilities management, higher education, or other relevant business environment.

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:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Proven customer service skills.

-Proven knowledge and skills with office administration functions, including, but not limited to: Greeting clients, determining their needs, and directing them to the appropriate Facilities personnel; ordering supplies and equipment on behalf of Facilities Management employees; as well as scheduling meetings, preparing agendas, and creating meeting minutes for distribution.

Ability to understand and utilize databases and software related to data management.

Ability to assist in the design, maintenance, and/or implementation of various systems.

Ability to use software systems related to facilities management, financial services, and data visualization.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Ability to see information in print and/or electronically.

Date: 5/5/2022
