



**JOB INFORMATION**

Job Code	NC97A
Job Description Title	Coord I, Campus Services
Pay Grade	FM12
Range Minimum	\$43,600
33rd %	\$50,870
Range Midpoint	\$54,500
67th %	\$58,130
Range Maximum	\$65,400
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.

**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 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## 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			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.