
Auburn University Job Description

Job Title: **Chief Operating Officer**

Job Family: No Family

Job Code: **EC07**

Unclassified

FLSA status: Exempt

Job Summary

Reporting to the President, the Chief Operating Officer (COO) provides exemplary leadership and performance accountability through the alignment and execution of Auburn University's strategic goals and objectives. The COO advises the President on matters related to the overall direction, management, and effective administrative operations of managed oversight in support of its mission, strategic plan, core values and vision. In addition to the divisions of VP, Business & Finance/CFO and AVP, Facilities Management, the following individual departments report to the COO, as well: AU hotel and Dixon Conference Center, Real Estate & Property Development, Sustainability Operations, Trademark Management & Licensing, Risk Management, Surplus Property, Airport, Air Transport, Parking & Transit Service, and Bookstore.

Essential Functions

1. Oversees and directs all departments reporting to the COO; responsible for anticipating potential operational and strategic opportunities and problems, identifying sound solutions to problems that arise and lead in the implementation of effective and efficient solutions.
2. Manages departmental planning and budgeting; enhances operational effectiveness through thorough attention to detail and execution.
3. Responsible for the administration, coordination, development, and implementation of policies, procedures, systems, and budgets that promote the mission, vision and culture of Auburn University. Assists in creating policies and procedures and assures compliance.
4. Motivates and leads high performance management teams; mentors direct reports to cultivate skills; provides direction and leadership to all departmental leaders that mirror the mission and core values of Auburn. Provides direction and guidance to subordinates in day-to-day operations.
5. Ensures that all activities within the scope of the COO are managed so that all resources (human, financial and material) are used effectively and that financial targets are met or improved upon.
6. Works with the President and senior colleagues to develop and deliver the University's strategy, exercising overall responsibility for the achievement of specific strategic priorities and associated actions as directed by the President.
7. Ensures the provision of high quality and innovative support services that respond to the challenging demands, needs and aspirations of students and staff.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Not Specified.
Experience (yrs.)	8	Experience working in higher education in a leadership position of director or above. Proven experience in senior management and administration.

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 modern and complex practices associated to performance accountability within a higher education institution. Knowledge of the development of key processes for the purpose of increasing operational efficiencies and ensuring high-level service.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 4/23/2018
