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## Auburn University Job Description

Job Title: **Assoc I, Asset Management**

Grade FO04 \$31,800 - \$44,500

Job Code: **ED39**

FLSA status: Non-exempt

Job Family: Financial & Business Operations

Job Function: Procurement & Payment Services

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### Job Summary

Under close supervision, the Surplus Property Associate I is responsible for removing, receiving, organizing, recording, and accounting for state and/or federally-funded property from all Auburn University and ACES divisions and departments and monitors same through the final disposition (transfer, sale, disposal, etc.) of said property. These tasks are to be performed in a safe, courteous, and timely manner and in compliance with applicable state and/or federal laws, regulations, policies, and procedures.

### Essential Functions

1. Removes or receives state and/or federally funded property from 300+ departments throughout campus and the Alabama Cooperative Extension Service.
2. Assists in verifying appropriate items to be surplused utilizing the Surplus work order submitted by the department. Accounts for all Auburn University Asset tags, confirming surplus status.
3. Identifies and records surplus items entering the university's inventory, ensuring accurate documentation, tracking, and completion of necessary forms and reports. Assists in completing state entity transfer forms and inventory reports.
4. Assesses the condition and value of surplus assets, determining their potential for reuse, sale, or disposal.
5. Maintains a comprehensive inventory system for surplus items, including storage, organization, and retrieval.
6. Assists in ensuring compliance with all applicable state and federal property laws, including obtaining written consent for federally owned items.
7. Facilitates the sale, auction, or donation of surplus assets, coordinating with internal departments, external buyers, or state organizations.
8. Assists Alabama state-funded agencies such as public schools, police departments, prisons, and any other agency that receives the majority of their funds from the state, in finding needed items and updating the Surplus Property Inventory system accordingly.
9. Assists Auburn University faculty & staff in locating furniture equipment, and vehicles from the warehouse.
10. Assists in coordinating and generating work orders to other Campus service support units to assist with the transport to the Surplus Facility. Helps ensure accurate accounting and verification of items during arrival and processing.
11. Receives, organizes, and prepares campus-wide electronic waste for disposal compliant with Federal/State laws and compliant with policies to prevent compromise of data.
12. Assists as back-up to Surplus Property Associate II as needed.

### 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>
<b>Education</b>	High School	High School Diploma
<b>Experience (yrs.)</b>	0	Experience in the safe movement of furniture, equipment, and other materials; operation of a motor vehicle; and basic computer skills.

#### 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

Basic understanding of State and Federal property laws. Knowledge of Auburn University campus and its over 300 departments. Basic knowledge of business equipment, computers, lab equipment, motor vehicles, farm equipment and familiarity with material handling equipment. Skill in both verbal and written communication. Ability to use the Surplus Property System, AU Banner System, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

#### Certification or Licensure Requirements

Valid Driver's License. Certification (on-the-job) to drive a fork lift and large box truck is required and must be obtained in the first 6 months of employment.

#### Pre-Employment Screening Requirements

None required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

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

Date: 10/20/2023

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