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## Auburn University Job Description

Job Title:	<b>Program Manager, Natl Res</b>	Level I	Grade 34 \$45,100 - \$75,100
Job Code:	<b>GA17</b>	Level II	Grade 35 \$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Plans, directs, and coordinates activities of designated projects to ensure that goals or objectives are accomplished within prescribed time frame and funding parameters.

### Essential Functions

1. Develops project proposals or plans to determine timeframe, funding limitations, procedures for accomplishing the project, and allotment of available resources.
2. Acts as project liaison with Auburn University Facilities division and coordinates the work of various vendors, contractors, architects, and engineers involved in the projects.
3. Coordinates the preparation of contract documents, work statements, operating budgets and terms/conditions or contracts.
4. Establishes milestones and monitors adherence to plans and schedules and identifies program problems and solutions such as allocation of resources or estimating and negotiating statement of work changes.
5. Prepares and presents project status reports.
6. Assists with outreach activities, projects and programs.
7. Assist with the development of programmatic studies, analyses, and reports.
8. Assists with the development and delivery of sponsor/grant proposals.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

**Level I** Bachelor's degree in discipline appropriate to position plus 2 years experience.

**Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

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#### Focus of Education

Degree in Engineering, Construction Management, architecture or related field

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#### Focus of Experience

Experience in project management

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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.

#### Certification or Licensure Requirements:

None Required.

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### 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.

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 1/9/2012

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