
Auburn University Job Description

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|--------------|-------------------------------|-------------|---------------------|
| Job Title: | Mgr, Fac Document Mgmt | Job Family: | No Family |
| Job Code: | NA25 | Grade 33: | \$39,300 - \$65,500 |
| FLSA status: | Non-exempt | | |

Job Summary

Oversees the Auburn University Facilities Document Management System containing a large and diverse collection of records and documents, both digital and physical which provide official historical records of Auburn University's permanent structures, utilities, easements, and real estate.

Essential Functions

1. Oversees the archival, storage, maintenance, protection, and expansion of the physical and electronic records, including but not limited to, construction drawings, project files, project close-out documents, warranties, facility maintenance documents, and utilities and infrastructure plans. Oversees the development and strategic vision of best practices and processes to ensure system stays current in a fast-paced digital age.
2. Manages the preservation and conversion of the documents and records. Protects valuable and fragile assets, including original drawings. Oversees a detailed process of converting physical documents to digital format, including assessment/evaluation of originals to determine origin and relevance, electronic scanning of originals, storing newly digitized files in database and proper format to ensure long-term availability for official use. Catalogs electronic files to ensure ease of access through direct retrieval or through electronic search mechanism. Implements stringent quality control measures to ensure accuracy and completeness of archived and converted records.
3. Develops and administers a formalized program for the security, control, and access of records and documents, including those of historic significance or critically sensitive with respect to safety and security of University assets and personnel. Develops and enforces policies and procedures which internal clients and external clients can request access, and be approved or disapproved based on need balanced with protection. Ensures all access requests are expeditiously processed according to policy.
4. Manages the Project Close-Out Process including receipt, review, storage, archival, and cataloging of all official project documentation. Ensures accuracy and completeness of project records including as-built drawings, testing and commissioning reports, manuals, warranties, contracts, communications, and more. Works with internal Facilities Management personnel and external professionals to ensure quality and completeness of records and documents.
5. Oversees the hiring, training, and supervising of staff including part-time, temporary, students, and permanent staff. Assigns workloads and schedules of staff.
6. Monitors budgets for area, including managing inventory and purchasing supplies.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.) | 6 | Experience in physical and digital archives or electronic records management. |

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

Demonstrated knowledge of both physical and digital archives, electronic record management and digital preservation practice.

Proficient at computer-based methods for data-retrieval, manipulation, and presentation of data from large, complex databases.

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.

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, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires

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

Date: 10/22/2018
