
Auburn University Job Description

Job Title:	Coord, Facility Ops & IT	Job Family:	No Family
Job Code:	NB89	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Under general supervision, coordinates and oversees management related programs, tasks, and special projects in support of both the Exec Dir, Facility Operations and the Mgr, Information Technology.

Essential Functions

1. Coordinates the development and management of information, such as project priority lists, funding plans and execution schedules, operating budget execution summaries and financial assessments, needed to support high level meetings between the Exec Dir, Facility Operations and Mgr, IT, and other senior University leaders.
2. Prepares and presents complex technical, analytical, and statistical assessments for the Exec Dir, Facility Operations and Mgr, IT that represent and interpret data, identify alternatives, present and justify conclusions, forecasts, and recommends in support of Facilities Management operations, program planning, and execution.
3. Identifies, develops, and maintains metrics for routine management reports and analyses to assist the Exec Dir, Facility Operations and Mgr, IT monitor the effectiveness of multiple departments financial performance, personnel management, budget execution, design and construction program/project execution, process improvements and other management initiatives.
4. Collects, analyzes, and synthesizes data and information from multiple sources, as needed to create presentations and reports to assess the overall performance of ongoing Facilities Management operations and programs.
5. Coordinates and maintains the Executive Dir of Facility Operations schedule; makes travel arrangements, oversees administrative functions of the Exec Dir, Facility Operations and Mgr, IT office. Creates and schedules meetings for both supervisors with other University staff and external groups.
6. Drafts and develops documents, presentations and materials as needed.
7. Initiates the processing of requests for department cell phones for over 200 Facilities Management employees including determination of communication needs for individuals, selection of equipment, ordering and tracking usage.
8. Develops and manages performance appraisals and confidential documents for the Exec Dir, Facility Operations and Mgr, IT use.
9. Evaluates incoming Work Orders within the Asset Works AiM operating system from throughout the Auburn campus and makes funding decisions regarding source of funds to pay for requested work.
10. Coordinates Facility Operations new employee orientation program including tracking new employee status and performance as well as developing the schedule for full-day orientation into the culture and environment of Facilities Management.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance

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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>
Education	Four-year college degree	Not specified.
Experience (yrs.)	3	Experience in a business environment conducting analytical studies; developing, assessing and presenting metrics to facilitate opportunities for business and process efficiencies. Experience working with teams to improve business practices and business/work execution processes.

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 financial, accounting, and basic business principles and practices. Knowledge of statistical analysis methods.

Certification or Licensure Requirements

None Required.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 6/14/2018
