Auburn University Job Description

Job Title: Mgr, Design & Const Contracts
Job Code: NC67
FLSA status: Exempt

Job Summary
Manages and oversees the budgeting and outsourced contracts for the Facilities Design and Construction units for Auburn University.

Essential Functions
1. Manages the advertising and bidding of large public works and outsourced contracts.
2. Manages the contractor registration/prequalification for large public work projects.
3. Oversees the preparation of construction change orders and design agreements.
4. Responsible for preparing project budgets.
5. May be responsible for handling confidential or sensitive information including project budgets, claims correspondence, and contracts.
6. Performs administrative duties that include but are not limited to preparing budgets and following policies and procedures to ensure compliance with public bid laws.

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.
# Auburn University Job Description

## Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in discipline appropriate to position</td>
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| Experience (yrs.) | 2 | Experience in contract administration, advertising and bidding of public works contracts |

### 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


## Certification or Licensure Requirements

## Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, 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 50 pounds.

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

Date: 1/6/2010