Auburn University Job Description

Job Title: Asst Dir, Prog Mngt&Proj Exec
Job Code: NC74
FLSA status: Exempt
Job Family: No Family
Grade 37: $68,700 - $114,500

Job Summary
Assists in the direction, management, and oversight of the progression and execution of all projects, plans, and initiatives within the Facilities Division; also leads and directs the Procurement and Contracts and Landscaping Departments.

Essential Functions

1. Assists in tracking projects through the phases of identification, requirement/scope development, estimating/budgeting, planning, design, procurement, and construction.
2. Develops project status reports for use within the Facilities Division as well as for use in communicating progress to clients and other individuals on campus.
3. Provides leadership to improvement teams to identify and resolve any and all issues preventing successful project execution.
4. Ensures the Contracts and Procurement and Landscaping departments are effectively managed and meet designated budgetary targets.
5. Ensures projects in the Fiscal Year Execution Plan are successfully executed in a timely manner to meet client requirements.
6. Advises the Asst VP, Facilities on pre-qualification, contract solicitation, and award issues on Auburn University projects, as well as any landscaping issues.
7. Develops and implements policies, processes, and procedures relating to pre-qualification, bidding, contract award, estimating, scheduling, procurement, and landscaping.
8. Coordinates project bidding and landscape work with various other Facilities divisions.
9. Develops and initiates efforts to continually improve upon existing departmental processes and procedures.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in Engineering, Architecture, Building Science, or related field.</td>
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Minimum Required Experience (yrs.)

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<th>Experience (yrs.)</th>
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<th>Experience in managing design or maintenance and construction programs and projects</th>
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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 program management, project management, project execution processes, facilities management, maintenance engineering, construction and maintenance processes and practices and budgeting principles.

Certification or Licensure Requirements
Valid Driver's License

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.

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 standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

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

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

Date: 8/19/2010