Auburn University Job Description

Job Title: Dir, Event Center Facilities
Job Code: ND21
FLSA status: Exempt

Job Summary
Reporting to the Director of Facilities Operations and the Director of Campus Services, manages the daily operations of the President's Quarters and Event Center and serves as the principal liaison between the President and his/her spouse, the Office of the President, and the University Event Staff and Facilities Management. Additionally, has direct responsibilities for assisting in the direction, management, and oversight of the mission accomplishment and work execution for departments such as, but not limited to Landscape Services, Service Support, Work Management, and the Materials Warehouse.

Essential Functions

1. Serves as the principal liaison between the University President and his/her spouse, the President's Office, and the University Event Staff regarding all facilities and maintenance work conducted at the President's Quarters and Event Center. Provides managerial expertise in planning, directing, and oversight of maintenance, renovations, and all construction activities at the President's Quarters and Event Center.

2. Plans, directs, and oversees landscaping services provided in-house and/or by contracted services, services required in support of events and functions at the Event Center, housekeeping services to the President's Quarters and Event Center, and ensures the maintenance of the President's Quarters and Event Center are held to the highest standards for events.

3. Schedules and coordinates, as needed, all facility related work at the President's Quarters and Event Center in order to minimize disruption to daily schedules of the President, the first family and their staff.

4. Leads, directs, and supervises personnel within the assigned departments within the Campus Services Division. Sets goals and assigns tasks for assigned personnel in each departmental branch ensuring that services are effectively and efficiently delivered throughout Campus. Establishes policies and procedures to continually improve upon existing departmental processes and procedures and to create a fair, equitable and positive work environment.

5. Manages the recruitment, hiring, disciplinary action, recognition, and performance evaluations of personnel within assigned areas of Campus Services. Manages personnel issues and problems in a fair, timely, and responsive manner.

6. Ensures high quality, timely, and responsive services are provided to contractors, vendors, and in-house personnel. Ensures all assigned contracts of Campus Services are executed in a professional and legal manner, consistent with University and State procurement policy to include managing the process, contract requirement development, bidding, and procurement proposal review and selection, change order execution and contract closeout.

7. Oversees Campus Services support departments to ensure services are effectively and efficiently delivered to campus. Responsible for collaborating with colleges, departments, and the President's Quarters to provide services that meet their needs. Works with Auburn University clients to determine requirements and priorities. Reacts promptly to emergent issues and resolves issues quickly and effectively.

8. Serves in an advisory role to Deans, Department Heads, and Directors on policy and issues related to service support as assigned.
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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

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<td>Four-year college degree</td>
<td>Degree in Management, Public Administration, Building Science, Business Administration or relevant field.</td>
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| Experience (yrs.) | 10                                           | Experience in management of support personnel in multiple service departments. |

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:
- Contract management, requirements development, writing contracts, contract solicitation procedures and regulations, and contract administration.
- Facilities management, planning, and services.
- State and Federal guidelines as it pertains to campus mail.
- State and Federal contract guidelines as it pertains to professional services, and service agreements.
- Accounting principles
- Human Resources policies and procedures including EEOC, Affirmative Action, and ADA laws.
- Knowledge of Microsoft Word, including Excel, Access, Visio, PowerPoint, and other.

Certification or Licensure Requirements
Valid Driver's License

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.

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,

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 4/10/2018