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## Auburn University Job Description

Job Title: **Coord I, Facilities**

Job Family: Administrative & Operational Support

Job Code: **EB65**

Grade AS07: \$33,700 - \$50,600

FLSA status: Non-exempt

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### Job Summary

Under close supervision, provides routine administrative, financial, and analytical support for all Facilities areas. Performs routine administrative work relating to the coordination of events, meetings, or other areas involving sensitive information.

### Essential Functions

1. Provides general administrative support including, but not limited to, preparing agendas, notices, minutes, reports, and documents; gathering and managing data; providing correspondence, filing, and recordkeeping; preparing and processing forms; overseeing mail distribution and outgoing mailings; and purchasing/ordering supplies through material requests and other methods.
2. Acts as a point of contact to other departments, students, faculty, customers, and outside agencies and vendors. Retrieves and disseminates information to internal and external stakeholders.
3. Processes and tracks purchase orders, invoices, bid proposals, contract transactions and related financial transactions for responsible area.
4. Supports department Human Resource functions including, but not limited to, hiring process, onboarding process, training coordination, performance reviews, and corrective actions. Exercises discretion concerning sensitive and confidential information.
5. Assists in entering and maintaining data and metrics for analyzing and monitoring the effectiveness of departmental initiatives. Assists in entering, monitoring, and evaluating data within designated facilities systems. May assist in maintaining asset databases to ensure accuracy for current and retired equipment.
6. Coordinates designated programs ensuring necessary equipment, tools, supplies and/or uniforms specific to departmental needs.
7. Coordinates personnel and meeting schedules for responsible areas.
8. Assists in tracking budget for responsible area, ensuring all financial transactions and records are accurate.
9. Assists in planning and coordinating large or complex projects as well as various department processes. May support projects in responsible area with funding requests, budget processing, schedule planning, and general project coordination.
10. May oversee and maintain data system(s) including, but not limited to, work orders, equipment inventories, project templates, and/or other related information.
11. Responsible for meeting and maintaining all training and certification requirements as outlined by Auburn University Facilities Management policies.
12. May perform other related duties as assigned.

### Supervisory Responsibility

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

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*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>
<b>Education</b>	Some college; vocational or Associate's Degree	No specific discipline
<b>Experience (yrs.)</b>	2	Experience in office administration including computer operation, software, and databases.

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of customer service best practices.

Knowledge of functions related to office administration, including, but not limited to: Greeting clients, determining their needs, and directing them to the appropriate Facilities personnel; ordering supplies and equipment on behalf of Facilities Maintenance employees; as well as scheduling meetings, preparing agendas, and creating meeting minutes for distribution.

Ability to understand and navigate computers, software, and databases.

Ability to learn and use software systems related to facilities management, financial services, and metrics development.

#### Certification or Licensure Requirements

Valid Driver's License

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### 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 sitting, talking, hearing, handling objects with hands, and lifting up to 10

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Ability to see information in print and/or electronically.

Date: 2/1/2023

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