
Auburn University Job Description

Job Title: **Asst Dir, Surplus & Property Mgmt** Grade FO12: \$66,900 - \$120,400
Job Code: **ED09**
FLSA status: Exempt
Job Family: Financial & Business Operations
Job Function: Procurement & Payment Services

Job Summary

Under general direction of the Dir/Chief, Procurement & Payment Officer, the Asst Dir, Surplus & Property Mgmt manages the day-to-day operations of the Property Services and Surplus Property Units and is responsible for the supervision of their staff.

Essential Functions

1. Manages daily operations related to Surplus Property & Property Services including, but not limited to oversight of the Surplus Property & Property Services operations, tagging and auditing of University-owned assets, as well as planning and implementing a robust Surplus Property Program that is responsible for the disposition, transportation, and custody of surplus inventory.
2. Acts as liaison between Surplus, Property Services, and individual colleges, schools, departments, and outside constituents. Builds and maintains positive partnerships with campus stakeholders through face-to-face meetings, training, developing and driving communication efforts, developing new committees to discuss property-related issues, and providing guidance on complex property-related issues.
3. Develops and analyzes various reports regarding surplus property metrics, revenues, and inventory.
4. Develops and analyzes various reports regarding property service staff metrics.
5. Leads process changes to surplus property & property services systems and reviews existing policies in order to improve efficiencies and better utilize University resources. Responsible for overseeing system upgrades and implementation of new technologies.
6. Supervises surplus property & property services staff to include planning, coaching, rewarding, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.
7. Performs other duties as assigned.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Degree in Business Management, Business Administration, Accounting, or other related field.
Experience (yrs.)	5	Experience showing progressively increasing levels of responsibility and accountability for business operations. Experience in making complex decisions that may be related to the deployment of new methods, procedures, programs, operational efficiency identification, KPI creation, and metric tracking; needs at least 3 years supervising full time staff.

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 and ability to interpret operational processes and strategic vision. Independently identifies opportunities for process improvement and operational efficiencies, recruit stakeholder buy-in, and operationalizes changes. Ability to interpret and apply state and federal law relating to property statutes. Strong written and verbal communications, and interpersonal skills required. Ability to conform with externally imposed deadlines, adjust priorities accordingly, and coordinate with internal stakeholders and outside vendors.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting more than 100 pounds.

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

Auburn University Job Description

Date: 8/8/2023
