
Auburn University Job Description

Job Title: **Assoc II, Asset Management**

Grade FO05 \$33,600 - \$50,400

Job Code: **ED40**

FLSA status: Non-exempt

Job Family: Financial & Business Operations

Job Function: Procurement & Payment Services

Job Summary

Under general supervision, the Surplus Property Associate II is responsible for removing, receiving, organizing, recording, and accounting for state and/or federally funded property from all Auburn University and ACES divisions and departments and monitors same through the final disposition (transfer, sale, disposal, etc.) of said property. These tasks are to be performed in a safe, courteous, and timely manner and in compliance with applicable state and/or federal laws, regulations, policies, and procedures.

Essential Functions

1. Removes or receives state and/or federally funded property from 300+ departments throughout campus and the Alabama Cooperative Extension Service.
2. Ensures accurate documentation and tracking of surplus items, including the completion of forms and reports for inventory control purposes. Accounts for all Auburn University Asset tags and confirms the surplus status of items.
3. Conducts comprehensive cataloging and evaluation of surplus items, assessing their condition, value, and potential for reuse, sale, or disposal. Identifies and records surplus items entering the university's inventory, ensuring accurate documentation, tracking, and completion of necessary forms and reports.
4. Ensures compliance with applicable state and federal property laws, including obtaining written consent for the removal of federally owned items.
5. Facilitates the sale, auction, or donation of surplus assets, coordinating with internal departments, external buyers, or state organizations.
6. Assists Alabama state-funded agencies such as public schools, police departments, prisons, and any other agency that receives the majority of their funds from the state, in finding needed items and updating the Surplus Property Inventory system accordingly.
7. Assists Auburn University faculty & staff in locating furniture equipment, and vehicles from the warehouse.
8. Coordinates work orders to other Campus service support units to assist with the transport to the Surplus Facility. Helps ensure accurate accounting and verification of items during arrival and processing.
9. Receives, organizes, and prepares campus-wide electronic waste for disposal compliant with Federal/State laws and compliant with policies to prevent compromise of data.

Supervisory Responsibility

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

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>
Education	High School	High School Diploma
Experience (yrs.)	2	Experience in the safe movement of furniture, equipment, and other materials; operation of a motor vehicle; and basic computer skills.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Advanced knowledge of State and Federal property laws. Advanced knowledge of Auburn University campus and its over 300 departments. Knowledge of business equipment, computers, lab equipment, motor vehicles, farm equipment and familiarity with material handling equipment. Familiar with the Surplus Property System and AU Banner System. Experienced with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Excellent communication skills both written and verbal.

Certification or Licensure Requirements

Certification to drive a fork lift and large box truck. Licensed and Bonded Notary.

Pre-Employment Screening Requirements

None required.

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.

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

Job occasionally requires sitting, climbing or balancing, and lifting more than 100 pounds.

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

Date: 10/20/2023
