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## Auburn University Job Description

Job Title:	<b>Coord, Office of Univ Arch</b>	Level I	Grade FM13 \$40,400 - \$64,600
Job Code:	<b>NC89</b>	Level II	Grade FM14 \$44,500 - \$71,200
FLSA status:	Exempt	Level III	Grade FM15 \$48,100 - \$81,800

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### Job Summary

Coordinates program and project management for the Office of University Architect (OUA) projects.

### Essential Functions

1. Manages the portfolio of architectural, engineering, or other consultant contracts within OUA.
2. Develops Owner-Architect Agreements, Professional Service Contract Agreements, and Professional Purchase Orders, issues Requests for Proposals, and tracks the award process for OUA contracts.
3. Manages design budgets for the portfolio of projects, plans and studies within OUA.
4. Manages schedule submissions and reporting as well as develops project budgets and manages the approval process for these within a project management system.
5. Initiates and coordinates requests for funding from various University clients and within Facilities Management.
6. Manages the change order process for OUA consultant contracts to ensure they are kept up to date.
7. Develops and updates project design schedules for all OUA projects and project milestones ensuring client requirements are met and manages these schedules by tracking actual design execution progress against these schedule milestones.
8. Manages performance metrics for the OUA program of projects by developing metrics to assess and report on the status of the OUA program to the AVP and Facilities Management clients.
9. Leads the OUA communications efforts with clients by developing presentations and project status reports to provide program information and status to both internal and external clients across the university as well as the architect/engineer community.
10. Ensures design costs are properly allocated against funded projects by ensuring consultants invoices are paid in a timely manner and within budgeted funds and reconciles billing and payment issues.

### 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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Architecture, Engineering, Community/Urban Planning, Construction Management/Building Science, Business, or related field

#### Focus of Experience

Experience in project management or general business operations

#### 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

See Job Family Levels

#### 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, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/21/2013

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