Definition of Class
This is a professional position in which the incumbent performs duties associated with the operations of the Facilities Planning Office. The incumbent monitors construction project accounts, prepares reports, provides financial and administrative support for the business aspects of the department. Incumbent exercises discretion and independent judgment in providing oversight of departmental budgets. Position reports to the Director of Facilities Planning.

Examples of Work Performed
Reconciles design and construction project accounts using different funding sources.
Processes design and construction project applications for payment, as well as general bills and invoices.
Processes and tracks work orders, purchase orders, and requisitions.
Monitors external funding for construction projects and adheres to procurement rules.
Coordinates construction project general administration.
Assists in the preparation of bid documents for publicly advertised construction projects.
Maintains an appropriate filing system for construction projects within the Facilities Planning Office.
Assists with preparation of reports and prepares reports.
Serves as a liaison and prepares written communications to University departments, external agencies, general public, and outside architects, engineers, and contractors.
Provides support for fiscal and administrative records to ensure compliance with University, state, and federal statutes, policies, and procedures.
 Oversees the processing of time sheets, leave forms, and travel authorizations for department staff.
Responds to special information requests from University administration, IHL and Bureau of Buildings.
Maintains accounts with equipment vendors such as printer, copiers, plotters, etc.
Assists in the planning, development and implementation in the establishment of department policies, procedures, and guidelines.
Maintains office supplies.
Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Monitors design and construction project accounts.

2. Coordinates construction project general administration.

3. Assists with the preparation of reports and prepares reports.

4. Manages general office administrative functions.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

   **Vision:** Requirements of this job include close vision.

   **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

   **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

**Experience/Educational Requirements:**

   **Education:**
   Bachelor’s Degree in Business Administration, Finance, Accounting or a related field from an accredited four year college or university.

   AND

   **Experience:**
   Two (2) years of experience related to the above described duties.

   **Substitution Statement:**
   Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

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“The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.”

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.