

AgriLife Classification Description

Last Updated: 4/17/02

0224
PROPERTY MANAGER
11/01/01

SUMMARY

General Description: Manages a physical equipment inventory and maintains and controls central inventory records.

DUTIES

Typical: Supervises the establishment and maintenance of a complete inventory record of all physical equipment for which the activity is accountable; supervises and participates in locating, checking, and numbering of physical equipment; notes missing, worn out, obsolete, or unused items for investigation, condemnation, sale adjustment, or possible transfer; adjusts inventory for items which are worn out, lost, stolen, sold, traded, constructed, accepted as gifts, or transferred; maintains accountability records as required by federal statutes; supervises and participates in the preparation of specifications, invitations to bids, purchase orders, and purchase vouchers in connection with the procurement of new furniture and equipment; negotiates with deans, directors, and department heads for transfer of unwanted property; prepares reports as requested; attends meetings and seminars as necessary; performs audits of equipment and inventory; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from Director, Fiscal Officer or other administrator.

Given: Detailed initial instruction and frequent review to varied levels of employees.

EDUCATION

Required: Bachelor's degree in business or accounting or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: Four years in property management, property accounting, or government purchasing.

Preferred: Knowledge of federal supply procedures and nomenclature.