

<b>Job Title</b>	Inventory & Property Control Coordinator II
<b>Job Code</b>	
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Inventory & Property Control Coordinator I, under supervision, maintains and coordinates inventory and property records and the policies governing inventory and property control.

### **Essential Duties and Responsibilities**

- Oversees the input of information in the inventory, property, and vehicle fleet management databases. Prepares and updates various inventory reports.
- Ensures receipt of signed inventory equipment sheets for capital and controlled equipment. Reviews inventory records for compliance with Federal, State, and Texas A&M University System (TAMUS) guidelines governing property, equipment, inventory, and related activities. Prepares associated and applicable reports in compliance with regulations.
- Schedules and performs audits on departmental inventories.
- Updates and implements changes in property databases and reports for compliance with State and other governmental agency requirements/regulation changes.
- Monitors schedules and workloads of staff to maximize utilization of employees and equipment.
- Maintains and coordinates the reconciliation of capital outlay vouchers with purchase invoices to ensure completeness of orders. Examines capital vouchers to ensure correct entry of object class codes and transaction codes.
- Signs inventory certifications. Conducts training for new staff. Updates instruction and procedure manuals and website documentation. Attends training and workshops as required.
- Records property changes for lost, stolen, damaged, and destroyed assets, as well as surplus sales. Generates monthly reports.
- Develops and assess programs. Interprets policies, rules, and regulations and ensures they are followed.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – Bachelor's degree in applicable field or equivalent combination of education and experience.

*Experience* – Two years of related experience.

*Knowledge of* – Knowledge of word processing, spreadsheet, and database applications. Knowledge of governmental and higher education operations.

*Ability to* – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills. Good customer service skills.

*Licensing / Professional Certification* – Professional Property Specialist Certification.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervision of Others**

This position generally supervises employees.

### **Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	