
Auburn University Job Description

Job Title:	Dir, Property Services	Job Family:	No Family
Job Code:	ED05	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Directs the oversight and supervision of the Auburn University property and inventory program for state and federal equipment.

Essential Functions

1. Directs the training and scheduling of staff for all inventory control functions, verification audits, transfer and coordination with Surplus Property to ensure appropriate reporting and tracking for disposals.
2. Directs and coordinates all inventory reconciliations, data entry of inventory information, maintenance of accurate inventory reporting for distribution and identification of property for inclusion in department inventories, appraisals, and audits.
3. Responsible for overseeing the Banner Fixed asset system, ensuring system integrity, and coordinates with the Controller's office to ensure accurate and compliant accounting for capital, sensitive and research equipment according to applicable federal and state regulations, generally accepted accounting principles and University policy.
4. Functions as a liaison with deans, directors and designated property managers within academic and administrative departments, ensuring that policies and procedures are communicated and followed.
5. Responsible for policy development, initiating policy changes and policy maintenance related to property matters, as well as the institution of best practices related to property management.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Four-year college degree	Degree in Management, Business Administration, Communications, or related field
Experience (yrs.)	5	Experience in property and/or facility management

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of administrative systems and spreadsheets as well as knowledge of fixed asset management and property regulations.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, sitting, reaching, and lifting up to 25 pounds.

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

Date: 1/9/2012
