Supervisor, Property Management

Job Code 00007129

General Description
Responsible for the accurate and timely reporting of all personal property.

Examples of Duties
Supervise, train and evaluate the work of staff.
Assign inventory numbers to capital or inventoried equipment ordered by departments.
Prepare and distribute annual inventory reports to departments.
Conduct department and interagency transfers and sell used equipment within the university.
Verify equipment purchased from university bookstore from purchase orders and compare to invoices.
Prepare property acquisition or change notice.
Prepare typewriter maintenance contract for departmental charges.
Prepare and compile data for surplus property auction.
Review annual departmental inventory reports.
Review purchase orders for correct object class.
Assist faculty and staff with questions pertaining to inventory.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: CUFS.
Skill in: Preparing memos and records; interacting courteously with public and co-workers; effectively directing the work of others; using a computer, in typing.
Ability to: Read and understand policies and procedures; performing basic math; supervising the work of others.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012