**Property Manager Standard Job Description**

**Classification Title:** Property Manager

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Property Manager, under direction, manages a physical equipment inventory and maintains and controls central inventory records.

**Essential Duties and Tasks:**

**40% Inventory Management**

* 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.
* Performs audits of equipment and inventory.

**20% Procurement and Specifications**

* 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.

**10% Freight Operations**

* Manages the operation of the centralized freight-receiving warehouse, including the off-loading and inspection of all freight received and the preparation of freight receiving and redistribution documents.
* Maintains the data related to inbound and outbound transfers involving the Surplus Property Warehouse.
* Documents and verifies surplus property received and redistributed by the warehouse.

**10% Customer Relations and Support**

* Responds to phone, email, and on-site inquiries including customer pick-up.
* May respond to more complex customer inquiries or refer to the next level manager.
* Coordinates the maintenance of departmental vehicles and equipment.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree in business or accounting or any equivalent combination of training and experience.
* Four years in property management, property accounting, or government purchasing

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.

**Is this role ORP Eligible? If so, it needs to meet the criteria** **on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification** **have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**