



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

### ***TITLE***

Assistant Coordinator, Property Control – Houston Campus

### ***JOB SUMMARY***

Assists with campus inventories, related reports and documentation; procurement and tracking of warehouse stock; reconciliation of state property and accounting records in Oracle to meet SPA requirements; and management of receivables, inventory and surplus. Work is performed under the supervision of the Manager of Facilities Operations HOU and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Manager, Facilities Operations – Houston

*Supervises:* No supervisory responsibilities

### ***PRIMARY DUTIES - May include, but not limited to the following:***

Assists with physical inventory of property; verifies and reconciles findings.

Assists with coordination of surplus sales and documentation.

Assists with maintaining accurate inventory data records and files with descriptions and locations.

Enters purchase order online and performs follow-up as required to complete each transaction.

Assists with the determination of the purchase point of supplies and equipment for storeroom stock.

Assists with monitoring storeroom stock points and updates data in TMA.

### ***ADDITIONAL DUTIES***

Performs other duties as requested.

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## **EDUCATION**

High school diploma or equivalent required. Higher education course work in accounting, business, or other relevant courses preferred.

## **EXPERIENCE**

Two years of skilled/professional data management and/or clerical experience. Experience with Oracle Fixed Assets and Purchasing modules, inventory control, and State of Texas purchasing procedures, and TMA preferred.

## **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of modern data management practices, methods and resources.

Ability to create and update spreadsheets.

Ability to organize and maintain accurate records and files in various formats.

Ability to communicate effectively orally, by phone, in person and in writing.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on organizational policies and procedures.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time or be involved in continuous physical activities throughout various campuses. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May move or lift heavy equipment and boxes up to 30 pounds.

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**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office or warehouse setting. Noise level is low to moderate.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***