



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

## ***JOB DESCRIPTION***

### ***TITLE***

Coordinator, Property Control

### ***JOB SUMMARY***

Performs responsible administrative support for Manager of University Assets & Property Control to include assisting with campus inventories with 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 Assistant Director of Resource Planning and Assets 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:* Assistant Director, Resource Planning and Assets

*Supervises:* Assistant Coordinator, Property Control

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

Assists with the physical inventory of property; verifies and reconciles findings.  
Serves as leader with respect to database management relating to property control.  
Assists with coordination of surplus sales and documentation.  
Maintains accurate inventory data records and files with descriptions and locations.  
Enters purchase orders online and performs follow-up as required to complete each transaction.  
Determines the purchase point of supplies and equipment for warehouse stock.  
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

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### **ADDITIONAL DUTIES**

Monitors warehouse stock points and updates data in TMA.  
Performs other duties as required.

### **EDUCATION**

High school diploma or equivalent required. Higher education course work in accounting, business, etc. a plus. College degree preferred.

### **EXPERIENCE**

Three years of skilled/professional data management and/or clerical experience. Experience with Oracle Fixed Assets and Purchasing modules, inventory, and State of Texas purchasing (SPA) 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 establish and maintain effective work relationships with students, faculty, staff, and the public.

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

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

### **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.

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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 all 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 be required to lift or move 30 pounds.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*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.***

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