



Job Specification

Job Title: Manager, Property Control
BCAT Code: 315X BA
Pay Grade: G18

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Maintains accurate detail property record and ensures equipment is accurately recorded in the general ledger.

Examples of Duties

- Reconciles the University's detail equipment inventory and general ledger.
- Records acquisition and disposition of equipment in property records and on general ledger.
- Makes recommendations regarding procedural changes and implements changes as required.
- Schedules and reviews annual physical verification of equipment inventory.
- Manages and coordinates the disposition of surplus property to ensure full compliance with all laws and regulations.
- Maintains a close working relationship with Department of Administrative Services.
- Serves as key contact person for audit verification of equipment inventory.
- Supervises Inventory supervisors.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of state laws and regulations that effect equipment and property inventory. Experience maintain large equipment inventory records
- Possess strong organizational skills
- Must stay abreast of any legislative changes relating to surplus property and the disposition of surplus property

Minimum GSU Hiring Standards

Bachelor's degree and two years supervisory/managerial experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.