

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Supervisor - Property Accountability
Reports To: Chief Financial Officer
Position Code: SPAN
Department: Assigned
EEO Type: PR

Effective Date: 09-01-82
Revision Date: 01-30-04
Pay Grade: E
FLSA: Exempt
ORP Elig: N

A. General Description:

The Director, Capital Asset Management (CAM) is responsible for the maintenance of personal property and real property inventory records; receipt processing and delivery of freight, mail services and office supply sales activity.

B. Duties and Responsibilities:

a. Essential Functions

Coordinates and directs the activities of Inventory Control, Central Receiving, Mail Services and Country Store.

Maintains computer records for all personal property; assigns inventory control numbers; effects additions, deletions and transfers of property and reports those transactions to the State Comptroller of Public Accounts and secures approval from the State Auditors.

Prepares monthly inventory input data for computer updates in the Uniform Statewide accounting system (USAS), and State Property Accounting System (SPA) concerning property transfers, additions, deletions, changes. Use computer produce inventory management reports.

Supervises the annual physical inventory of all personal property and reconciles the results with the State Property Accounting System (SPA).

Prepares and processes special documentation to receipt (for payment) and enter into inventory all items received from Texas Surplus Property. Maintains separate files for compliance and non-compliance property.

Coordinates periodic sales on surplus and salvage property.

Prepares and processes requests to the State Property Accounting System (SPA) and the State Auditor for approval to remove inventory items from the property accounting system.

Prepares and processes documentation necessary to effect property transfers and related inventory changes inter-department, inter-campus and inter-agency and maintains appropriate files on each for audit.

Authenticates the receiving report for all purchase property and forwards this documentation to the Business Office for payment.

Maintains records and manages obsolete/worn-out/excess property for periodic disposition as surplus via approved auction sales.

Prepares and processes documentation to place gifts on the property inventory and maintains separate file for verification.

Operates a Country Store for purchase of office supplies with interdepartmental billing and Mail Services for distribution of College mail.

b. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement.

Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Possession of management ability as demonstrated by previous years of experience in inventory control supply and logistics, and/or related fields.

Knowledge of general business practices with emphasis on management of computer-base business systems.

E. Minimum requirement of Education and Experience:

Bachelors Degree with major course-work in business from an accredited college or university.

Two years related work experience as verified by reference check.

Approved _____
Supervisor