



**DATE ISSUED:** 10/18  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Property Control

### **JOB SUMMARY**

Performs responsible administrative support for the Assistant Director of Resource Planning & Assets to include assisting with campus inventories with related reports and documentation; 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:* Warehouse personnel as assigned, Student Assistants and Temporary Workers

### **ESSENTIAL 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.
- Provides general investigative support for potential space modifications.

### **ADDITIONAL DUTIES**

- Supervises Warehouse Personnel in the absence of Assistant Director, Resource, Planning and Assets.

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- Provides support to the Space Utilization Advisory Committee (SUAC), under the supervision of the Assistant Director, Resource Planning & Assets.
- Performs other duties as requested.

## **EDUCATION**

High school diploma or equivalent required. Some college work preferred. Job related vocational training or other education may be substituted on a year-to-year basis for the required experience.

## **EXPERIENCE**

Three years of skilled/professional data management and/or bookkeeping experience. Experience with Oracle Fixed Assets and Purchasing modules, inventory, 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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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

- Knowledge of modern data management practices, methods and resources.
- Knowledge to work closely with other accounting staff to create reports and fixed asset depreciation schedules for the organization as well as auditors to verify accuracy of work.
- Ability to create and update spreadsheets and databases with information on fixed assets.
- Ability to analyze data and create special reports, trend analysis, or other reporting.
- Ability to organize and maintain accurate records and files in various formats.
- Ability to complete documentation like journal entries, month end analysis, and quarterly and capital reports.
- 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, including related university software and email.

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**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment or warehouse setting.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***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.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, 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.***