

POSITION TITLE: Supervisor Property Management

QUALIFICATIONS: High school education or equivalent and a minimum of three years fixed assets management experience to include accounting, bookkeeping and computation. Effective written and oral communication skills and experience with fixed assets/inventory system and/or spreadsheet/word processing. Two years progressively responsible experience in automated procurement or property asset management is desirable. Must be able to lift up to 50 pounds. Must possess a valid Virginia Driver's License.

PERFORMANCE EXPECTATIONS: Maintains the property book on the receipt, disposition and inventory of fixed assets for the school division. Maintains a formal set of property records for the school division. Accounts for fixed assets in excess of \$1,000 upon receipt and until subsequently turned in, used, consumed for authorized purposes, or dropped from accountability. (Accountability is primarily concerned with maintaining records. This position may or may not have actual physical possession of the property.) Initiates, manages and coordinates an automated asset tracking system which ensures asset accountability is fixed within each school/department. Establishes policies and procedures to monitor fixed asset procurement and ensures that asset management begins upon receipt of the asset(s) by the school division. Oversees warehousing, shipping, receiving, and handling of materials. Provides daily support to Director of Purchasing with processing all incoming fixed assets and enters receiving documentation into automated inventory control system. Coordinates and resolves shipping discrepancies with shippers, vendors, and purchasing officers. Handles daily delivery of equipment to all schools and departments. Enters requisition data into automated inventory management system. Schedules and monitors the movement for surplus/transfer of fixed assets. Supervises the work of a Property Control Specialist. Supervises surplus storage and delivery pick up of surplus equipment. Coordinates schools relocations and special assignments. Monitors fleet maintenance program for five vehicles. Assists with the management of all assets and textbooks delivered to Central Receiving for the distribution to various locations throughout the district. Performs other job related duties as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Coordinates the transfer of fixed assets between and among schools/departments. Directs the transition of assets declared surplus/obsolete and recommends their ultimate disposal. Prepares for and conducts surplus property sales for Richmond Public Schools. Ensures all fixed assets are properly identified as property of Richmond Public Schools. Conducts and/or monitors annual inventories of all fixed assets within the school division. Coordinates property transactions with the Department of Finance. Establishes procedures to investigate asset losses and assigns responsibility for lost and/or damaged property. Handles equipment including hand truck, pallet jack, riding jack and forklift. Investigates all problems pertaining to Central Receiving and fixed assets. Serves as Surplus Property Officer for the district. Work requires frequent standing, sitting, lifting up to 50 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Procurement and Property Management

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 116

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt