Classification Specification for Unclassified Service

Title: Director, Property Control

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, direct all activities associated with the receipt, verification and delivery of equipment and supplies, postal services, and asset identification.

Characteristic Duties

- Direct the receiving and distribution of equipment and supplies.
- Direct the operations of postal services.
- Investigate user complaints and take appropriate corrective action.
- Serve as liaison with vendors and university departments.
- Maintain receiving & distribution and postal records.
- Manage centralized outbound shipping of materials, equipment and mail.
- Maintain vehicle fleet.
- Analyze operations for cost containment and variance analysis.
- Monitor and approve expenditures.
- Prepare budget recommendations and financial reports.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Experience must be in receiving and distribution and include three (3) years supervision.

Last updated: April 2007