Title: Manager, Property and Materials Management  Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, manage the property management and materials management functions for a major University unit.

Characteristic Duties

- Manage the property management function for a major University unit, including maintenance, repairs, renovation and new construction of buildings and maintenance and repair of fleet. Coordinate related activities with construction Management and Transportation Services.

- Manage the materials management function for a major University unit, including purchasing, receiving, distribution, and inventory control. Coordinate related activities with Purchasing.

- Develop and implement administrative policies and procedures. Analyze department organization and implement continuous quality improvement.

- Maintain records relating to property and materials.

- Manage security and risk management issues as they relate to property and materials. Coordinate related activities with Public Safety.

- Write specifications, obtain bids and negotiate contracts for goods and services and monitor compliance with contracts.

- Oversee budgets for property and materials management. Approve expenditures and audit P-card usage within the unit.

- Represent the unit on committees and to other University departments, vendors and external agencies.

- 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 three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in property management, materials management or related field. Experience must include at least three (3) years supervision.

Last updated: July 2003