UNIVERSITY OF SOUTHERN CALIFORNIA

Property Systems Specialist

Job Code: 155005

Grade: H
OT Eligible: Yes
Comp Approval: 6/9/2006

JOB SUMMARY:
Performs property administration and systems management. Interprets and administers FAR government and University requirements for property control. Advises management on FAR government and University requirements for property control and administration. Oversees receiving, shipping and tagging of all equipment. Maintains inventory of equipment. Writes and maintains property procedures and policies to conform to FAR and other contractual requirements. Plans and conducts audits to ensure compliance with established requirements.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______ __________ Writes and maintains property procedures and policies to conform to FAR and other contractual requirements. Identifies requirements for receiving, shipping, and tagging. Implements procedural changes to comply with requirements. Coordinates with staff to ensure procedures adequately support functions.

______ __________ Develops and prepares property reports for management. Assesses property procedures and administration. Makes recommendations for procedural changes to comply with requirements.

______ __________ Advises management on FAR government and University requirements for property control and administration. Interprets and administers FAR government and University requirements for property control. Analyzes and resolves complex property related issues.

______ __________ Develops, upgrades and evaluates records management methods ensuring compliance with established requirements. Maintains inventory database of equipment detailing property assets including moves, loans, losses, etc. Maintains hard copy inventory forms as contractually required.

______ __________ Researches original purchase process and authorization for move to another location. Determines current status and tagging. Determines feasible disposition of each item based on requirements in conjunction with University equipment management, government representative, and contracting agent. Assists in the completion of government equipment related forms as required.

______ __________ Plans and conducts records, storage, movement and maintenance audits to ensure compliance with established requirements. Maintains inventory of equipment including tagging, records update and reconciliation/reporting. Coordinates disposition of property as needed.

______ __________ Identifies and assesses situations that require special handling.

______ __________ Receives all equipment deliveries from purchasing department. Determines appropriate tagging requirement. Tags equipment and maintains tag log. Informs University equipment management when additional tags are required.
Handles outgoing repair and equipment loan shipments. Determines tagging/detagging requirements. Notifies University equipment management of any detagging issues. Maintains records and/or files on receipts and shipments to alternate locations.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
[ ] No  
[ ] Yes  
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

High School or equivalent

**Minimum Experience:**

7 Years

**Minimum Field of Expertise:**

Property management experience. Working knowledge & experience with FAR property requirements & government requirements for universities. Inventory and property audit experience.

**Preferred Experience:**

10 Years

**Preferred Field of Expertise:**

Previous participation in nationally recognized property training courses, seminars (NPMA, AFIT, etc).

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Problem identification and resolution
- Research
- Scheduling

**Skills: Machine:**

Personal Computer

**Supervises:** Level:
May oversee student, temporary and/or casual workers.

Comments:

Requires valid California Driver's License and current automobile liability insurance policy.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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