

Posted: June 28, 2018



## POSITION ANNOUNCEMENT

**TITLE:** PROPERTY YARD LEAD

**DEPT:** PROPERTY OFFICE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$12.75- \$15.90

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**\*INTERNAL POSTING THROUGH July 9, 2018\*** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Under general supervision, performs duties requires in the acquisition, receipt, control, and disposition of accountable State, Private, and Federal funded property/equipment in accordance with Federal, State, and Institutional policies and regulations. Manage surplus inventory to include receiving, storing, reutilizing, shipping, and accounting for surplus assets; expediting the flow of material and preparing work schedules. Manage and supervise maintenance of the yard, equipment and Property Office vehicles. Coordinates and train employees and emergency hires. Assist with performing annual inventories. Ensure hard drive removal from all equipment. Provide backup support to other Property Control staff as needed. Assist in creating property manifests for property that will be shipped to the auctioneer for public auction. Responsible for updating the property database for items turned in as surplus.

### **REQUIRED QUALIFICATIONS:**

High school (or GED) level ability in spelling, grammar, basic composition and math required. Must read and comprehend instructions, write information and complete simple forms. Three (3) years' experience managing a ship or inventory of equipment required. Experience in logistics and material handling required. Strong oral and written communication skills required. Ability to work under constraints and meet deadlines required. Computer skills including a good working knowledge of Microsoft Office required. Ability to work independently; self- motivated with leadership abilities required. Ability to work tactfully and effectively with Tech staff, faculty, auditors, outside agencies, etc. in a courteous and professional manner under favorable and unfavorable circumstances required. Minimum of one year government property control experience that compliments current knowledge of state and federal acquisition/disposal regulations desired. Banner experience desired. Post high school professional coursework desired.