UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Space and Surplus Property

DIVISION: Business and Finance

REPORTS TO: Director, Property and Support Services

GRADE: 10

SUPERVISES: Students

BASIC FUNCTION:

Perform field audits of facilities space inventories; maintain audit trail; manage computer database for space accounting and building floor plans and associated data (report filing/indirect cost updates/reconciling databases); maintain active building files for the University's four campuses; perform annual inventories and closeouts; perform all federal grant/contract equipment/space reporting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform a complete inventory of all federally-titled property on a biennial basis, confirming the accuracy of the computerized and hard copy data, and certifying said inventory in writing to the Director, Property and Inventory.

Manage the University’s computerized floor plan database; organize computer files, adding new, updating existing and archiving old floor plans and associated data.

Document standards for CAD procedures. Develop and catalog standards for field annotation of space changes for audit trail documentation. Identify and obtain construction drawings as facilities inventory data source documents for initial and changed conditions.

Perform annual and ad hoc field audits of existing conditions. Interpret and document inconsistencies in actual and recorded room numbers in audits. Keep records of field audits performed, and of drawings and changes. Develop and maintain audit trail of field audit observations as potential official documentation for Federal audit of indirect cost recovery.

Make field records of observations, including measurements, of changes in existing floor plan configurations in audits.

Identify, interpret and document changes in existing space use in audits.

Coordinate the sale of surplus property at the University of Rhode Island, and manage Surplus sales account.
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Provide space information to various requesting departments. Provide support for database programs to campus users/viewers. Issue Fabrication numbers, monitor fabrication numbers on all campuses to ensure they are captured in the moveable equipment inventory.

Digitize new floor plans and changes to electronic drawings with CAD and perform associated data entry, based on construction drawings, field audit observations and other information.

Maintain CAD files and sheet media drawing files.

Conduct biennial space surveys, providing support to the Research Office as necessary.

Maintain space accounting, indirect cost recovery and buildings file databases.

Serve as technical support to the University’s Space Allocation Advisory Council.

Maintain file of active research grants, monitor equipment purchases, and perform audits in relation to grant closeouts with contracting agencies.

Insure accuracy of title on all federal and federally-funded equipment.

Submit all federal compliance reports in a timely fashion. Observe all Federal, State and University policies and Procedures regarding federal property.

OTHER DUTIES AND RESPONSIBILITIES:

Analyze new offerings and enhancements available via software packages and the Internet for rapid screening of DOD equipment and materials; utilize such packages to enhance the University’s screening capabilities.

Coordinator acts as Computer Administrator for the INSITE including adding new users, implementing upgrades, and coordinating fixes with OMS.

Review and monitor federal and state procurement policies and regulations to insure that the University is in compliance.

Monitor and sample the screening procedure for the University to insure compliance with all federal screening guidelines.

Participate in training on all aspects of the position.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

A valid driver’s license is required. Be required to travel to all campuses on a regular basis and on a fairly independent schedule. Personal computers, printers and word processing, database management and spreadsheet software. Candidate will be required to go to training
ENVIRONMENTAL CONDITIONS:

All Requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
QUALIFICATIONS:

Required:

Bachelor's degree; a minimum of three years' experience working in a web-based Space and Property/Equipment inventory system; demonstrated field survey experience; demonstrated proficiency with Excel, Crystal or other reporting software; demonstrated database management experience; demonstrated strong interpersonal skills; demonstrated ability to organize and coordinate; demonstrated strong written and oral communication skills; demonstrated ability to maintain effective liaison with various offices on campus; demonstrated CAD skills; demonstrated ability to work with diverse groups; must have a valid driver's license; demonstrated ability to travel throughout the University as well as outside of the University, and to walk, bend, climb stairs, etc.; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others;

Preferred:

Demonstrated general knowledge of OMB A-110 and A-21 Circulars; demonstrated experience in federal reporting and grant closeouts; demonstrated knowledge of higher education asset management policies and procedures.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.