UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Property and Support Services

DIVISION: Business and Finance

REPORTS TO: Assistant Vice President, Business Services

GRADE: 14

SUPERVISES: Support Services Staff

BASIC FUNCTION:

Administer inventory control for all equipment bought with University, State & Federal funds; maintain a computerized space and equipment inventory system for all of the University’s physical facilities; manage surplus property acquisition/disposal and inter/intra-offices moves; supervise the Property Department, Central Receiving, Printing Services, Postal Services, and Excess/Surplus Property support staff and be responsible for all administrative and managerial duties in those units.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for management of a computerized equipment and space inventory system (INSITE) for all four campuses of the University for compliance with federal (A110 and A21), state and university regulations.

Overall supervision, direction and training of Property office staff for inventory and space management.

Responsible for management of a Central Receiving facility, including the shipping and receiving of materials, equipment and supplies to all campuses of the University and other state agencies.

Overall supervision, direction and training of Central Receiving staff for shipping, receiving & special events.

Responsible for distribution of U.S. and campus mail, including United Parcel Service (UPS), registered and bulk mail, special delivery, and special handling.

Overall administration of Central Receiving functions for the University, including receipt, lading, and storage of all goods ordered through the University.
Responsible for overall supervision of the University’s Excess/Surplus Property Program and staff, including screening, acquisition and disposal of excess and surplus property, as well as federal grants and contracts property management.

Administers the University’s system for inter- and intra-office moves, using either available staff or outside contractors.

Responsible for management of the Postal Services facility involved in the handling and delivery of mail, records and supplies to all campuses of the University and to other state agencies in accordance with United States postal regulations and established University procedures.

Overall supervision, direction and training of Postal Service staff in the performance of the handling and delivering of mail.

Overall supervision, direction and training of Printing Services personnel.

Develop, prepare and administer the Central Receiving, Property, Postal Services, Printing Services and Excess/Surplus Property annual budgets.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the Assistant Vice President for Business Services as necessary.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor’s degree in business or related field required. Also required are the following: at least three to five years experience working in a business environment dealing with the functions of property management, the receiving of goods, materials and supplies, central mail, printing services and the asset management of equipment; a familiarity with the principles, practices and techniques of business management and accounting; the proven ability to organize, coordinate and supervise a staff of professionals in the tasks of asset management, postal services, printing services, central receiving, and excess/surplus property management; the ability to interpret the institution’s policies, plans and objectives, rules and regulations to subordinates and others; experience in computerized inventory and/or asset management systems.

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