

Job Code:.....100678
Position #: (NUNC) (E) 8413
Developed by:.....SG;JP
Reviewed by:.....JVW
Approved by:.....LK
Date:.....6/01;1/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, Property and Support Services
DIVISION: Administration and Finance
REPORTS TO: Assistant Vice President, Business Services
GRADE: 13
SUPERVISES: Property and Support Services staff

BASIC FUNCTION:

Manage and direct all support services functions and operations for all University campuses. Administer directly and through supervisors the functions of equipment inventory, U.S. and intra-campus mail, property and equipment moves, central receiving/warehouse, and the campus printing services operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer inventory control for all movable equipment utilizing the University's CAFM database.

Oversee physical inventories and audits as required by state and federal regulations.

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

Overall administration of Central Receiving and warehouse functions for the University, including shipping and receiving of materials, equipment, and supplies to all campuses of the University and other state agencies.

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

Responsible for overall administration of the University's self-supporting print shop providing print and copy service to the campus community.

Overall supervision, direction and training of property and support services personnel.

Develop, prepare and administer property and support services annual budgets.

OTHER DUTIES AND RESPONSIBILITIES:

Evaluate procedures, forms, and on-line work order systems being used and make necessary revisions to promote efficiency and effectiveness within the various units.

Represent the Assistant Vice President for Business Services as may be necessary from time to time.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Business Administration or related field; Minimum of five years of progressively responsible experience in a business management or administrative position in a large and complex business environment; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to prepare and present detailed studies and reports and make recommendations concerning the substance of those studies and reports; Demonstrated leadership and customer service skills; Demonstrated ability to work collaboratively and prioritize workloads; Demonstrated experience in problem solving and decision-making; Demonstrated experience with on-line human resource and financial systems, (e.g. PeopleSoft Financials); Demonstrated computer skills, including experience with database and spreadsheet software; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree in Business Administration or related field; Minimum of three years in a higher education or state agency environment; Demonstrated working knowledge of postal operations; Demonstrated working knowledge of printing service operations; Demonstrated working knowledge of central receiving and warehouse operations; and, Demonstrated working knowledge of asset management of equipment.

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