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Position#: .(PSA)...
Developed by:.....WM
Reviewed by:.....SG
Approved by:.....LK
Date:.....5/03; 3/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Property Acquisitions
DIVISION: Business and Finance
REPORTS TO: Director, Property and Support Services
GRADE: 10
SUPERVISES: Support staff; students

BASIC FUNCTION:

Perform field audits of the University's equipment acquisitions from all sources, including, but not limited to: all equipment purchases on the four campuses; donations to the University, from both private and public sources; all research equipment transfers to the University; all Foundation equipment purchases; all Memorial Union equipment acquisitions; all Excess/Surplus Property acquisitions. Supervise and facilitate the updating and maintaining of all data related to these acquisitions utilizing INSITE. Generate ad hoc reports for University administrators and for various State and Federal agencies upon request.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the University's computerized equipment database.

Develop and document standards for property acquisition processes.

Coordinate merge of INSITE and PeopleSoft data streams with Controller's Office staff.

Provide Property Office staff with all the necessary acquisition paperwork for recording the University's annual new equipment acquisitions completely and accurately.

Serve as Property's liaison with the University's and State's Purchasing Offices, the Controller's Office, Accounting Office, Research Office, Development office, Memorial Union, Graduate School of Oceanography, the W. Alton Jones Campus, College of Continuing Education, Excess/Surplus Property Office, and various federal agencies involved in equipment transfers.

Insure that all equipment transferred to the University from outside sources (e.g., new research faculty and staff, excess/surplus property, donations, etc.) and all equipment transferred from the University to other institutions, is properly documented.

Develop the means and methods to maintain strong quality control of the equipment aspect of the Insite Database, networking with other consortium members to insure accuracy and currency of the data.

Submit all compliance reports in a timely fashion.

Make field records of observations concerning equipment acquisition audits. Interpret and document inconsistencies in actual and recorded equipment acquisitions data, and assist in the indirect cost recovery process.

Utilize the Crystal and Infomaker Report platforms (after training) to create and provide ad hoc reports for University management, and for State and Federal agencies in response to compliance issues.

Assist in budget preparation for Support Services.

Supervise the Surplus Program.

OTHER DUTIES AND RESPONSIBILITIES:

Supervise the maintenance and updating of the hard copy filing system and the big ticket asset control system.

Identify, interpret and document asset management procedures and regulations for the University at the University, State and Federal levels.

Maintain the University's user manual for the moveable equipment and space utilization system.

Perform annual and ad hoc field audits of equipment asset acquisition paperwork flow systems.

Analyze new offerings and enhancements available via software packages for moveable equipment inventory systems.

Serve as technical support of INSITE to Research and Grant Accounting for acquisition issues.

Act as liaison with all aspects of PeopleSoft pertaining to Purchasing, Human Resources, Payroll and Budget.

Assist in Warehouse supervision.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; a valid driver's license is required as position involves traveling throughout the University as well as outside of the University; walking, bending, stair climbing, etc.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; minimum of three to five years of experience working with a computerized space and equipment inventory system; demonstrated computer literacy, including word processing, spreadsheet and database management software; demonstrated strong interpersonal skills and demonstrated ability to organize and supervise support staff; demonstrated excellent written and oral communication skills and the ability to maintain effective liaison with various offices on campus; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others; demonstrated ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. Valid driver's license is required as the position involves traveling throughout the University as well as outside of the University.

PREFERRED: Field survey experience; thorough knowledge of higher education asset management policies and procedures; experience with grants; hands-on experience with INSITE and Infomaker and Crystal Report generators.

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