

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Surplus Property Manager  
Code: 16420  
Salary Grade: 59  
FLSA Status: Exempt  
Department/Division: Surplus Property/VP of Business Affairs  
Reports To: Associate Director of Financial Services and University Bursar

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## *Summary*

- Function: To provide managerial skills required for the operation of the Surplus Property Department.
- Scope: Manage the day to day operations of the Surplus Property Department, which is responsible for collecting, redistributing and disposing of all property which has become surplus to the University's needs.

## *Duties*

- Typical:
  1. Manages the storage and disposal of surplus property in a manner which promotes cost containment and redistribution across the campus community while balancing inventory with available warehouse space.
  2. Ensures that departmental operations conform to institutional policies, UT System Board of Regents rules, University policies and local, state and federal laws.
  3. Reviews all departmental forms to ensure all surplus property turn-ins, redistributions, disposals and hard-drive destructions are properly documented and recorded in the University's property management systems.
  4. Develops service-level metrics and tracks cost-containment data for ad-hoc and quarterly management reporting.
  5. Cross-trains, coaches and mentors Surplus Property Department staff to ensure workloads are balanced with skillsets across the department and support achievement of operational goals in a safe, efficient manner.
  6. Ensures custodial records are updated in PeopleSoft Asset Management when capital and controlled assets are transferred to Surplus Property or disposed of via public on-line auction.
  7. Attends and participates in Facilities Project meetings to discuss and plan for renovation and/or relocation projects which involve surplus property.
  8. Oversees the image capture and upload of gently used surplus property to

<p>ensure property available for re-distribution may be viewed, requested and transferred to members of the campus community upon request.</p> <p>9. Disseminates important policy and procedure information to subordinate staff.</p> <p>10. Perform other duties as assigned.</p> <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> <li>1. Suggests and implements processes to facilitate workflow and provide superior service to the campus community.</li> <li>2. Develops ad-hoc reports using data from Excel, PeopleSoft and WiseTrack.</li> <li>3. Conducts the annual physical verification of the department's capital and controlled inventory.</li> </ol>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's Degree from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
The ability to sort and analyze large volumes of data related to surplus inventory and create related reports on electronic documents.	Knowledge of UT System Policies and Procedures as they relate to the disposal of university/state property.
The ability to multi-task and prioritize.	
Good communication skills, both oral and written	
Must possess a valid Texas Driver's License.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of progressive experience in the management of personal property and equipment, coupled with five years of supervisory experience.	Three years of progressive experience in the management of personal property and equipment, coupled with seven years of supervisory experience.
	Experience with PeopleSoft Asset Management or similar ERP system.
	Experience conducting Annual Physical Inventory.
	Experience with Document Management/Records Retention.

	Experience with small order purchases, tracking expended, and cost containment.
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***Equipment***

<b>Required</b>	<b>Preferred</b>
Standard office equipment including personal computers and Microsoft Office Suite.	Experience/knowledge in use of equipment to transport heavy loads. For example: forklifts, pallet jacks, etc.
	Ability to drive and operate a large truck

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Frequent exposure to adverse weather conditions and hazards such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noise.	Occasional evening and weekend work may be required.
Lifts, pushes, or pulls 50 pounds with or without reasonable accommodations.	
Frequent travel to various campus locations to inspect equipment and supervise equipment transfers of surplus furniture and equipment.	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision by Sr. Assoc. Dir, Financial Services & University Bursar	General supervision of Surplus Property Department personnel as well as coordination with colleagues from Inventory Team, Facilities Project Management Team and EHSRM Lab Safety Team.

***Accuracy***

Proficiency in all assigned duties.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

This position requires that the incumbent be responsible for the execution of an effective system of internal controls which provides reasonable assurance that operations are effective and
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efficient, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies, and procedures are followed.