

Properties Administration Management: Associate Manager, Property Administration

Administers property control program activities to ensure continual accountability of company, government, or associate contractor, property and assets in accordance with applicable corporate policy or government regulations. Maintains property accountability records and determines condition and arranges disposal of surplus or obsolete material or equipment. Contacts potential users and negotiates transfers. Conducts property audits, develops, recommends and implements property administration policies. Provides guidance on company policy and government regulations pertaining to property accountability. Prepares periodic and special purpose reports relative to such matters as taxes, rentals and leasing, insurance, facility usage, etc.

Management Role

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

Policy and Strategy

Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.

Freedom to Act

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

Impact

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

Liaison

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

Operations Involvement/Direct Work Involvement

Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved when subordinate supervisor or staff member require assistance to meet established schedules or to resolve complex technical or operational problems. Maintains records of property owned by government, company and associate contractors in accordance with company procedure or government regulations. Supervises records maintenance and logs of property received, transferred, allocated, held and disposed; coordinates property transfers; conducts periodic property inventories; and prepares reports of property status.

Minimum Education and Experience

BA in Business Administration with 3-5 years of experience in Government property management and associated activities. Thorough understanding of the FAR clause as they apply to Government Property. Experience with auditing government property or performing self oversight for government property.