

Properties Administration Management: 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 subordinate supervisors or exempt specialist employees.

Policy and Strategy

Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.

Freedom to Act

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.

Liaison

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

Operations Involvement/Direct Work Involvement

Responsible for all projects assigned to the organizational units. Acts as an advisor to subordinate supervisors or staff members to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards. Oversees administration 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. Manages property accountability records and determines condition and arranges disposal of surplus or obsolete material or equipment. Contacts potential users and negotiates transfers. Supervises 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.

Minimum Education and Experience

BA in Business Administration with 5 - 7 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.