

Properties Administration Management: Sr. 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

Generally accomplishes results through lower management levels.

Policy and Strategy

Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules and performance standards.

Freedom to Act

Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.

Impact

Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds; and jeopardize future business activity.

Liaison

Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.

Operations Involvement/Direct Work Involvement

Responsible for the successful operation of activities of major significance to the organization. Rarely becomes involved in the complexities of day to day operational problems. Is more concerned to see that overall budget schedules and performance standards are realistically set and attained.

Minimum Education and Experience

BA in Business Administration with 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. Must possess a working familiarity with Government Property, FAR, DFAR and with computer systems and programs commonly utilized in Property Control. Must possess the ability to obtain cooperation and support from people not reporting directly to the position. Must have a thorough understanding of the English language and be able to communicate effectively both orally and in writing.