

Properties Administration Management

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.

	Level 1	Level 2	Level 3	Level 4
	Supervisor, Property Administration	Associate Manager, Property Administration	Manager, Property Administration	Sr. Manager, Property Administration
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors or exempt specialist employees.	Generally accomplishes results through lower management levels.
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.	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 largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	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.	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.	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	Monitors work operations on a daily basis and actively assists or provides direction to subordinates as required.	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.	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.	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.

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	Supervisor, Property Administration	Associate Manager, Property Administration	Manager, Property Administration	Sr. Manager, Property Administration
Operations Involvement/Direct Work Involvement	Monitors work operations on a daily basis and actively assists or provides direction to subordinates as required. May perform, especially in staff or professional groups, ongoing tasks of organizational units. Supervises the coordination and maintenance of property control activities to ensure continual accountability of government, customer and company property in accordance with applicable government regulations or corporate policy.	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.	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.	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 2-3 years of experience; at least 1 year of supervisory 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.	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.	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.