

# Property Administrator

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	
Property Administrator I		Property Administrator II		Property Administrator III		Sr. Property Administrator	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment, overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	
Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.	
Work Products (Examples may include but are not limited to)	Performs clerical and administrative property duties necessary to accurately create and update property management records. Properly identifies ownership of property.	Responsible to administer the implementation of the company Property Management System for company and customer owned property. Responsible for administering the receipt, identification, contract verification, tagging, recording, issuing, monitoring, inventorying, reporting, utilization and disposition of all property in accordance with company policies and procedures.		Must be able to perform all of the property management duties required to manage and control assets from acquisition through to final disposition of assets. In addition to the normal duties of a Property Administrator, the senior property administrator contributes to the planning and maintenance of a cost effective system for management and control of all customer and company assets		Plans, directs and maintains a cost effective system for managing and controlling all Company and customer assets in accordance with Company Policy and in accordance with Federal, State, Local regulatory requirements and contractually specified customer requirements.	
Minimum Education and Experience	1+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Basic MS Word, PowerPoint and Excel skills.	3+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Intermediate MS Word, PowerPoint and Excel skills.		6+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Advanced MS Word, PowerPoint and Excel Skills.		10+ years of directly related experience with a Bachelor's Degree in Finance, Business or a related field. Advanced MS Word, PowerPoint and Excel skills.	