



**Position Title:** Property and Warehouse Manager  
**Reports To:** Associate Vice Provost for Business Services  
**Department:** Property Management/Warehouse  
**Prepared By/Date:** Jennifer C. Brito/6-24-2009  
**Approved By/Date:** Chris Starling/01-25-2012  
**Revised:** Donna French/01-10-2012

**Job Code:** 0471-00E  
**Job Group:** PEC  
**Salary Grade:** 15  
**FLSA Status:** Exempt

**Summary:**

Oversees the Property Management Department which includes Property Control, Central Receiving and the Consolidated Warehouse.

**Essential Duties and Responsibilities:**

- Plans the daily operations, manages inventory control reports and warehouse operations
- Conducts Odyssey port testing for college programs used in the Receiving and Property Management systems
- Prepares departmental budget
- Supervises a staff of approximately 12 employees
- Attends meetings representing the department
- Meets with state auditors for Property Control and Receiving audits
- Provides reports on the status of College Tangible Property to all college departments
- Reports the status of missing property to College Deans
- Contacts College Departments for periodic property audits
- Manages records retention procedures for the college
- Prepares Records Management Compliance Statement for Tallahassee
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of contract documents and specifications
- Knowledge of warehousing methodology
- Knowledge of inventory management practices
- Knowledge of state regulations pertaining to Fixed Assets owned by State institutions, and Warehouse Operations
- Knowledge of College Policies and Procedures related to Property Control and Receiving
- Skill in the use of computers, preferably in a PC, Windows-based operating environment
- Skill in budget preparation and fiscal management
- Possess records maintenance skills
- Ability to package products for shipping/delivery
- Ability to develop, plan, and implement short- and long-range goals
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to communicate effectively, both orally and in writing
- Ability to work cooperatively in a multi-ethnic and multicultural environment with staff, faculty, and students

**Work Environment:**

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Light physical effort. Requires handling of average-weight objects up to 10 pounds or some standing or walking. Effort applies to no more than two (2) hours per day.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree in Business or related field and six (6) years of experience in Property Control, Receiving and Warehouse Operations or related field; or Associate’s Degree in Business or related field and ten (10) years of related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name