

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Property Coordinator	<i>BOT Date:</i>	12/17/03
<i>Level:</i>	G	<i>FLSA Status:</i>	Exempt
		<i>Class Code:</i>	E0740
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Responsible for conducting physical inventory of the College's fixed assets such as equipment, furniture, buildings, land and vehicles, and determines depreciation rate of property on an annual basis. Ensures proper internal controls of College property and coordinates official records and reports.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Processes data and maintains system for proper identification and tagging of property and recording of required information.	35%
2.*	Maintains and updates fixed asset records and spreadsheets to balance with General Ledger, and maintains the integrity of the College's official Property Record as required by the Auditor General.	16%
3.*	Liaison with staff and outside sources regarding property issues.	10%
4.*	Uploads and/or downloads data to bar code scanners and reviews data prior to posting.	10%
5.	Prepares reports pertinent to College property.	5%
6.	Maintains Property Control web page.	5%
7.	Performs annual inventory on all College campuses and off-campus sites.	6%
8.	Trains property custodians and campus liaisons regarding property control procedures.	5%
9.	Performs the calculation of depreciation on an annual basis.	5%
10.	Maintains proper internal controls for College property in accordance with Florida Statutes and Rules of the Auditor General.	3%
11.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

Position Title: Property Coordinator	Class Code: E0740	Position Level: G
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree.	
<i>Work Experience:</i>	3 to 5 years of related work experience.	
<i>Planning:</i>	Plans events that are expected to occur during the year, and may have some effect on the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact of Decisions:</i>	Has moderate responsibility for making recommendations or decisions which typically affect the department, but may affect operations, services, individuals, or activities of a campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of facts. Solutions can often be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communications with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion.	
<i>Supervision of Others:</i>	Has responsibility or authority which is limited to the direction of students or temporary workers. Nature of work supervised is primarily technically oriented or complex.	
<i>Job Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field (i.e. education, accounting, etc.). This level of skill is typically reserved for an individual with a 4-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues. Must have working knowledge of MS Access to develop queries and reports outside of packaged software.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library, computer room, stockroom or warehouse. Conditions may include exposure to high dusty, dirt, or grease environments, or exposure to weather. Physical effort typically involves intermittent sitting at a desk or table, standing, stooping, walking, bending or crouching. Work may include climbing ladders and occasional lifting of 25-50 pounds.	