

Killeen Independent School District Job Description

Job Title: Coordinator for Property Management
Reports To: Director for Purchasing Services
FLSA Status: Exempt

SUMMARY

Manages all school district's property through repair, inventory and disposal by performing assigned duties personally or through others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in the development of school policies governing the functions of Property Management Services.

Directs the supervision and coordination of all Property Management Services.

Evaluates existing procedures and practices as an ongoing responsibility and recommends changes and additions.

Keeps informed of all legal requirements governing the functions of Property Management Services.

Assumes responsibility for the storage, maintenance, and disposition of all records legally required or administratively useful.

Manages the district Electronic Records Management Program (ERM).

Coordinates directly with Technology Services to manage the district electronic mail (EM) program.

Develops budget recommendations and provides expenditure control on established budgets of Property Management Services.

Supervises the maintenance and permanent inventory of fixed assets and other designated equipment identified for control by Property Management Services.

Interprets the objectives and goals of property management services to the Board of Trustees, the administration, the staff, and the public.

Supervises the maintenance operations of electronic and technical equipment identified for property management services control.

Supervises the maintenance of an inventory and disposition of instructional materials and surplus property.

Approves all supplies and materials used by property management services personnel.

Develops and provides for the continued evaluation of standard for furniture and equipment used by the Killeen Independent School District.

Discusses with Board of Trustees terms and conditions for providing support services (i.e., recycling, Auctioneering, equipment repair, etc.), and drafts agreements stipulating extent and scope of management responsibilities, services to be performed, and costs for services.

Arranges for alterations to, or maintenance, upkeep, or reconditioning of property as specified in Property Management Services.

Reviews periodic inventory of building contents and property condition.

Coordinates the daily operation of the paper and metal recycling service.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages employees in the Records Management Department, Warehouse Operations, District Instructional Materials Account and Inventory, Paper/Metal Recycling, Furniture Repair, and Furniture/Equipment Rental and Loan and Property Book Custodian, Supply/Inventory, and Inventory Control Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree, required, five years of related experience, required. Records Management Certification (CRM) experience, preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Records Management Certification, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.