AUBURN
Human Resources

Mgr, Asset Management

Job Description

JOB INFORMATION

Job Code	ED03
Job Description Title	Mgr, Asset Management
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	1/17/2025 4:42:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Procurement & Payment Services

JOB SUMMARY

Oversees and manages the daily operations of Asset Management. This includes the tagging and physical inventory of capital assets and the sale, transfer, and disposal of University assets.

RESPONSIBILITIES

- Trains and evaluates Asset Management staff in handling forms, deposits, processing sales and bids, surplus tagging, transfer procedures, and asset inventorying & tagging.
- Supervises the maintenance of Asset Management records for all equipment transferred, scrapped, or sold and provides the necessary records for the transfer or deletion of surplus equipment within the Fixed Asset inventory.
- Plans and carries out the disposition, transportation, and custody of surplus inventory.
- Facilitates redistribution of excess equipment among University departments, using the web page listing process.
- Prepares legal advertisements for newspapers on surplus property to be sold by sealed bids, and oversees the tabulation of sealed bids and the notification of bidders, while acting as the awarding officer for the University when extenuating circumstances arise.
- Prepares reports, statements, and mailings related to the transfer/sale of surplus property and asset inventory.
- Acts as liaison between Asset Management and individual colleges, schools, departments, and outside constituents related to surplus property and University-owned assets.
- Manages the property records for the University as a whole and oversees the Fixed Asset module, substantiating system integrity and ensuring property records are in compliance with applicable federal and state regulations and University policy.
- Ensures appropriate reporting and tracking of fixed asset disposals and proper training of staff on all control functions, verifications, and audits.
- Recommends improvements in procedures, practices, systems, files, and considers implication of alternatives.
- Analyzes data to identify trends and areas for improvement within Asset Management.
- Manages asset lifecycle, including depreciation calculations and disposal procedures.
- Investigates and reports asset damages or loss.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	9 years of	experience in managing asset disposition, inventory processes, lifecycle management, or related experience.	Or
Associate's Degree	No specific discipline required. Business Management, Business Administration, Accounting, or related field preferred.	and	7 years of	experience in managing asset disposition, inventory processes, lifecycle management, or related experience.	Or
Bachelor's Degree	No specific discipline required. Business Management, Business Administration, Accounting, or related field preferred.	and	5 years of	experience in managing asset disposition, inventory processes, lifecycle management, or related experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of inventory management to include the audit, tagging, storage, disposal, and sale of assets.	
Strong written and verbal communication skills.	
Strong interpersonal skills.	
Strong customer service skills.	
Strong conflict resolution skills.	
Ability to interpret and apply state and federal law relating to property statutes.	
Ability to conform with externally imposed deadlines, adjust priorities accordingly, and coordinate with internal stakeholders and outside vendors.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Driver's License	Upon Hire	Required	And
	Powered Industrial Truck (PIT) Certification	within 90 Days	Required	And
Class B CDL License	Box Truck	within 90 Days	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR); Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			50 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.