State College of Florida
Job Description

Job Title: Manager, Fixed Assets
Reports to: Director, Business Services
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
This position is responsible for monitoring all College assets valued over $750.00 and balancing property records inventory monthly with the accounting office. Maintains records associated with supplies, copy requests shipping, receiving and mailroom. Reports to the accounting office and internal auditors.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Enters all data gathered in stand alone inventory software. Performs a college wide inventory on all locations.
2. Provides detailed reports to internal and external auditors and balances with the accounting department annually.
3. Disposes of unwanted college property according to the Office of Auditor General for the State of Florida.
4. Coordinates donations of college property to outside not for profit groups.
5. Performs read out of all copy machines on four different College locations. Coordinates with the Print Machine Operator to insure all copy requests are processed in a timely manner.
6. Unloads semi trucks and orders supplies for campus use.
7. Coordinates with outside vendors.
8. Calculates and reports all department charges for in house office supplies, copying charges and walk up copy machines monthly to the Accounting Department.
9. Delivers copying daily and coordinates deliveries to offsite locations.
10. Coordinates all off campus U.S. mail accounts, bulk mail, business reply and p.o. box activities.
11. Supervises, evaluates, and coaches department staff.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and two or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **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/chart, or schedule form.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, College database, and inventory software.

- **Certificates and Licenses:**
  State of Florida driver’s license.
**Responsibility for People and Property:**
Supervises Property Records and Central Services staff.

Responsible for developing and administering departmental budget.

Responsible for handling cash totaling up to $2.00 monthly and checks ranging from $5,000.00 to $20,000.00 monthly.

Responsible for computer, copying and transportation equipment. Accountable for College property worth over $750.00. Value is $9 million.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with faculty and staff.

- **External Contacts:**
  This position has routine contact with vendors, state and internal auditors.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently exposed to outdoor weather conditions. Occasionally exposed to work near moving mechanical parts.

The noise level in the work environment is loud.

**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.

While performing the duties of this job, the employee is routinely required to use manual dexterity, reach with hands and arms and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to and more than 100 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all Manatee Community College employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each Manatee Community College employee is expected to know the College’s mission and goals.

2. Customer Service: All Manatee Community College employees will strive to provide
outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: Manatee Community College employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: Manatee Community College employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: Manatee Community College employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: Manatee Community College employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: Manatee Community College employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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