

PROPERTY CONTROL OFFICER

PURPOSE AND NATURE OF WORK

This is responsible and technical work in coordinating and administering a real property program for the Lafayette City-Parish Government by initiating and implementing policies and procedures for the recordation and inventory control of assets.

The incumbent may be required to work overtime or weekends occasionally in order to conduct periodic and annual physical inventories of the Lafayette Consolidated Government and Utility assets.

Work is performed with relative independence under the general direction of the Purchasing & Property Manager, and incumbent is responsible for overseeing the work of Property Clerks in the area of assignment.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Ensures that standard procedures for reporting the purchase, sale, transfer, or disposition of assets are adhered to by all departments within the City Parish Government. Prepares ordinances to be presented to the City-Parish Council for their approval for the disposal of assets. Conducts an annual physical inventory of all fixed assets and a biennial physical inventory of all vehicles. Conducts periodic physical inventories of selected items in various departments to ensure good inventory control. Discusses inventory recording problems, shortages, overages, etc. with department and division heads. Assigns a value to all newly acquired and currently owned assets that do not have a preassigned value. Coordinates and participates in the inventory of assets being offered at public and online auction. Compares and reviews the recordation of fixed assets, vehicles, buildings, and land between the Purchasing Division and the Accounting Division. Updates the Property Map with each purchase and sale of Public property. Maintains inventory records of communication equipment distributed to subscribers and identification of the responsible party. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of modern property management practices and procedures.

Thorough knowledge of inventory procedures, both physical and perpetual.

Knowledge of modern bookkeeping practices.

Some knowledge of data processing capabilities in regards of inventory management and control.

Ability to apply basic bookkeeping principles to the management of real property.

Ability to prepare routing reports, records and correspondence.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with major course work in business administration, and experience in real property management; or any equivalent combination of education and experience.