

**Class Code:.....0476**  
**Position#: .(PSA)...8210**  
**Developed by:.....**  
**Reviewed by:.....WM**  
**Approved by:.....LK**  
**Date...4/92; 7/98; 1/03**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, Space and Excess & Surplus Property  
**DIVISION:** Business and Finance  
**REPORTS TO:** Director, Property and Support Services  
**GRADE:** 10  
**SUPERVISES:** Support staff; students

**BASIC FUNCTION:**

Perform field audits of facilities space inventories; maintain audit trail; manage computer database for space accounting and building floor plans and associated data (report filing/indirect cost updates/reconciling databases); maintain active building files for the University's four campuses; perform annual inventories and closeouts; perform all federal grant/contract equipment/space reporting functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform a complete inventory of all federally-titled property on a biennial basis, confirming the accuracy of the computerized and hard copy data, and certifying said inventory in writing to the Director, Property and Inventory.

Manage the University's computerized floor plan database; organize computer files, adding new, updating existing and archiving old floor plans and associated data.

Document standards for CAD procedures. Develop and catalog standards for field annotation of space changes for audit trail documentation. Identify and obtain construction drawings as facilities inventory data source documents for initial and changed conditions.

Perform annual and ad hoc field audits of existing conditions. Interpret and document inconsistencies in actual and recorded room numbers in audits. Keep records of field audits performed, and of drawings and changes. Develop and maintain audit trail of field audit observations as potential official documentation for Federal audit of indirect cost recovery.

Make field records of observations, including measurements, of changes in existing floor plan configurations in audits.

Identify, interpret and document changes in existing space use in audits.

Provide space information to various requesting departments. Provide support for database programs to campus users/viewers.

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Digitize new floor plans and changes to electronic drawings with CAD and perform associated data entry, based on construction drawings, field audit observations and other information.

Maintain CAD files and sheet media drawing files.

Conduct biennial space surveys, providing support to the Research Office as necessary.

Maintain space accounting, indirect cost recovery and buildings file databases.

Serve as technical support to the University's Space Allocation Advisory Council.

Maintain file of active research grants, monitor equipment purchases, and perform audits in relation to grant closeouts with contracting agencies.

Perform a complete inventory of all federally-titled property on a biennial basis, confirming the accuracy of the computerized and hard copy data, and certifying said inventory in writing to the Director, Property and Inventory.

Insure accuracy of title on all federal and federally-funded equipment.

Submit all federal compliance reports in a timely fashion.

Establish and maintain policies and procedures for the Excess/Surplus Program; observe all Federal, State and University policies and procedures regarding federal property.

Analyze new offerings and enhancements available via software packages and the Internet for rapid screening of DOD equipment and materials; utilize such packages to enhance the University's screening capabilities.

Identify property needs to meet the University's research objectives and the University's administrative support services needs.

**OTHER DUTIES AND RESPONSIBILITIES:**

Review and monitor federal and state procurement policies and regulations to insure that the University is in compliance.

Monitor and sample the screening procedure for the University to insure compliance with all federal screening guidelines.

**LICENSES, TOOLS AND EQUIPMENT:**

RI Driver's License required. Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

REQUIRED: Bachelor's degree; minimum of three to five years of experience working with a computerized space and property/equipment inventory system; CAD skills, field survey experience; computer literacy; hands-on experience with INSITE; database management experience; experience in grant closeouts; strong interpersonal skills and the ability to organize and supervise support staff; excellent written and oral communication skills and the ability to maintain effective liaison with various offices on campus. Thorough knowledge of higher education asset management policies and procedures preferred. Must be able to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports. This position involves traveling throughout the University as well as outside of the University, and requires walking, bending, stair climbing, etc.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**