

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSET MANAGEMENT SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 4202

UW Job Family: 41 - Secretarial/Clerical Support

SOC Code: 43-3031

FLSA: Non-exempt

Pay Grade: 15

Date: 12-8-11 (revised 5-22-19)

JOB PURPOSE:

Provide University-wide asset management control functions including accounting, physical tagging of assets, physical inventory, property disposals and associated recordkeeping for the University to comply with Federal, State and other requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review requisitions for assets, pre-purchase, category, chart field coding, mathematical accuracy and determination of qualification of an asset.
- Identify, classify, locate and physically tag equipment acquisitions and perform data entry, accounting and record-keeping tasks for acquisitions. Modify or correct asset information on Asset Management (AM) software.
- Process invoices and property disposal requests (PDRs) and post in Asset Management software; process accounting forms.
- Generate and deliver inventory lists, compose correspondence, create mailing lists. Verify accuracy by physically locating and verifying data on a random sampling of inventoried equipment. Inspect returned inventories for completeness and accuracy.
- Individually responsible for scheduling and keeping appointments for asset tagging and delivering inventory lists.
- Assist departments with questions regarding Asset Management policies and procedures and appropriate accounting forms to use.
- Maintain detailed records of the asset tagging process; maintain all inventory records; provide reports as requested.
- Assist with testing system patches and upgrades.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Service Orientation
- Quantity of Work
- Independence
- Quality Orientation
- Integrity

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years progressively responsible work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic mathematical principles, calculations, and procedures.
- Supplies, equipment, and/or services ordering and inventory control.
- Basic and routine records maintenance.
- Basic and routine scheduling techniques.
- Basic and routine reception techniques.
- Computer programs and software in use in the department or area.
- Basic and routine laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine HTML, web page creation, and website maintenance.
- Federal, State, University and other policies and procedures.
- Federal, State, University and other accounting, budgeting and cost control procedures.
- Organizational structure, workflow, and operating procedures.

Skills and Abilities to:

- Safely and efficiently operate equipment/tools in area of operation.
- Work in outdoor weather conditions.
- Work in confined spaces.
- Utilize manual dexterity and hand/eye coordination.
- Manage surplus property inventory.
- Work in high places.

- Work under high/low-temperature conditions.
- Properly and safely lift heavy objects, including the use of hand trucks, flat carts, and pallet jacks.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Train assigned staff to be organized, prioritize, and schedule work assignments.
- Perform entry-level research.
- Develop and maintain basic and routine recordkeeping systems and procedures.
- Develop and maintain websites including setup and maintenance of online auctions.
- Interpret Federal, State, University and other policies and procedures.
- Perform basic and routine bookkeeping procedures.
- Handle cash, market and merchandise surplus and conduct retail sales.
- Prepare and print basic and routine correspondence, and mailing lists.
- Prepare and process University accounting forms and maintain confidentiality.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Standard office environment, workshops, warehouses and/or laboratories. Regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.