Attachment F
Warehouse Position Description

Position Title: Property Control Specialist
Salary Band: RK

JOB OVERVIEW

Performs administrative duties related to property and inventory control of organizational assets in accordance with applicable requirements.

POSITION DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Establishes and maintains methods, procedures, and records to account for equipment purchases using computer operated software.
- Disposes of surplus property and accounts for all funds generated through these purchases.
- Coordinates with property custodians to ensure all property is accounted for.
- Researches specifications to assist in determining appropriate equipment to purchase and prepares requisitions.
- Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.
- Maintains current records for a wide variety of accountable equipment materials.
- Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.
- Initiates forms for the transfer of equipment.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED Certificate; and two years of experience in property control of capital assets.

JOB SPECIFIC COMPETENCIES

- Working knowledge of property control, inventory procedures.
- Working knowledge of rules and regulations governing procedures for disposal of surplus property.
- Working knowledge of the functions, services, procedures and regulations of the unit or department to which assigned.
- Working knowledge of purchasing, storekeeping and property control practices.
- Working knowledge of property depreciation procedures.
- Skill in performing mathematical calculations and applying property and inventory control practices.
- Ability to maintain records of equipment, purchases and surplus property.
- Ability to develop and maintain a database to verify proper identification of property and equipment.
- Ability to use a computer and related software.
- Ability to maintain work related records and prepare reports.
- Ability to prioritize workload.
- Ability to work effectively with others.
- Ability to proof own work and the work of others.

CORE Values

- ***Safety*** - Extending beyond our proactive approach to maintaining a secure facility for guests, our commitment to safety acknowledges the sense of security and peace of mind that comes from providing a warm and comfortable environment.
- ***Service*** - We are committed to the highest levels of guest quality and service. Tampa International Airport team members take great pride in delivering top-notch experiences that are helpful, welcoming and friendly. Our minimum standard is excellence in all we do.
- ***Community*** - As the gateway to the west coast of Florida, we serve communities and businesses throughout the region. Through our initiatives, we bring regional interests and organizations together to build a stronger Tampa Bay. As a good neighbor and community partner, we are committed to providing opportunities and making responsible choices that benefit our region.
- ***Growth*** - We are committed to building a sound financial position that cements our ability to be best in class for years to come. Our economic strength comes from a sensible and dynamic approach to growth. We will ensure that as the Tampa Bay region grows their airport is scaled to meet rapidly changing needs.
- ***Innovation*** - We are imaginative and forward-thinking. Dedicated to evolving both form and function through technological advancement, improved processes, and operational efficiency; while remaining true to our guests' desire for simplicity, organization and convenience.

This classification description is not intended to be, nor should it be construed as, an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.