



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 24-25		
Business Title: Property Asset Specialist		State Classification: Program Specialist II
Salary Group: B18	Salary: \$4,584.00 (month) \$55,000.08 (year)	Hours/Week: 8:00am-5:00pm, Mon.-Fri.
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 10/24/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: FMO-Warehouse and Fleet Management

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs complex (journey-level) asset management services for the Texas Facilities Commission by utilizing the Texas State Property Accounting (SPA) system and Centralized Accounting and Payroll/Personnel System (CAPPS). Conducts inventory checks throughout the fiscal year. Helps to identify the need for new programs or changes to existing programs related to controlled or capital assets. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Documents all new assets, updates to assets, and asset disposals within the SPA/CAPPS databases.
- Maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines.
- Partners with agency departments for training, program implementation and deployment of assets
- Conducts monthly, quarterly, and annual inventory assessments and deadlines.
- Provides journey level support and guidance to staff with the appropriate procedures for asset procurement, tracking, deployment, and disposal.
- Develops data analysis reports using EXCEL to verify current assets, location of assets and responsible custodian of assets.
- Regular communications with financial department to maintain records of purchases and Construction-In-Progress reporting.
- Maintains solid customer relationships by handling questions and situations with speed and professionalism.
- Responsible for the disposal of surplus property.
- Assists with warehouse functions which includes receiving, inspection, documenting and inventory control.

MINIMUM QUALIFICATIONS:

- Experience in a field related to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred.
- Education and experience may be substituted for one another on a year-for-year basis.
- Experience in property asset management, record keeping, inventory management, or a related field.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to provide guidance to others.
- Certified Texas Contract Management Certification (CTCM) or will earn within 13 months from employment start date.
- Strong communication, writing, and communication skills.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:



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- Knowledge of state of Texas Comptroller of Public Accounts SPA/CAPPS
- Skill in the use of personal computers and applicable programs, and systems (Microsoft Outlook, Word, Excel).
- Ability to establish and maintain professional working relationships with co-workers, agency staff and management to achieve common goals.
- Ability to lift a minimum of 30lbs, bend, squat, and climb ladders for tiered shelving access.
- Ability to multi-task.
- Ability to implement administrative procedures, and interpret rules, regulations policies and procedures.
- Ability to work under pressure and effectively handle multiple tasks with competing priorities and deadlines.
- Ability to function as a member of a team and be self-motivated.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard warehouse environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with warehouse activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods on foot and at computer, and must be able to work longer than eight hours in a workday as necessary. Physical requirements also include the ability to move items up to 30 lbs., bend, squat, climb ladders, and perform other tasks requiring fine motor skills and coordination.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of OS Operations Specialist, 611X LDO Deck, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 8U000 Unit Deployment Manager, 16GX Airport Operations Staff Officer, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16260360

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Texas Facilities Commission
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