



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Senior Property Manager  
Job Code: 104

Overtime Pay: Ineligible

Primary Responsibility

This is work managing the property for a large department.

Typical Tasks

Advises units on requirements for property control.  
Oversees the maintenance of property records.  
Oversees procedures for proper acquisition, assignment, and transfer of property.  
Tracks and accounts for all unit equipment.  
Arranges for the disposal of surplus property.  
Assigns property numbers and tags to equipment.  
Records property age, condition, and value.  
Compiles and maintains inventory data.  
Prepares inventory and property control reports.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at  
[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)  
or call (407) 823-2771

UCF Human Resources website:  
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Property Manager  
Job Code: 103

Overtime Pay: Eligible

Primary Responsibility

This is work managing property.

Typical Tasks

Oversees procedures for proper acquisition, assignment, and transfer of property.  
Tracks and accounts for all unit equipment.  
Arranges for the disposal of surplus property.  
Assigns property numbers and tags to equipment.  
Records property age, condition, and value.  
Compiles and maintains inventory data.  
Prepares inventory and property control reports.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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