

**CLASS TITLE:**

**ADMINISTRATOR OF  
PHYSICAL RESOURCES  
(CORRECTIONS)**

**Class Code: 02566900**

**Pay Grade: 35A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize and control a department wide program of procurement, warehousing and distribution of fixed assets, expendable goods, and surplus items; to develop and maintain a system of management and control over such items; to be responsible for the administration and overall management of the Department's Records Management Center; and to do related work as required.

**SUPERVISION RECEIVED:** Works under general supervision with wide latitude to exercise independent judgement. Receives special assignments in general outline and makes determinations regarding methods and procedures required to achieve objectives. Work is reviewed upon completion for results obtained.

**SUPERVISION EXERCISED:** Plans, directs and reviews the work of property control and clerical support staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To develop, implement and control departmental inventory policies; to manage fixed assets, expendable items, and surplus properties.

To conduct post acquisition audits of fixed assets which exceed certain monetary values.

To conduct cost analyses for each facility and agency of the department; to provide managers with information needed to plan resource strategies and set reasonable controls.

In each division, to conduct operational audits, inventory assets against purchases, establish an audit trail, and ensure they are conforming to departmental guidelines.

To establish policies, procedures, standards and objectives for the Department's Records Management Center.

To determine and document space, equipment, supply and service requirements; to select and purchase equipment and supplies.

To establish a standardized measure of inventory levels and ensure their compliance.

To provide purchasing information and advice to division personnel and assist them in making regular resource projections as required.

To determine the service levels needed in each division.

To be responsible for the management of a retail operation servicing incarcerated inmates in the Adult Correction Institutions.

To initiate and implement policies, procedures and regulations for the efficient operation of a prison inmate commissary.

To be responsible for inventory control, customer services, distribution of goods and the payment of bills.

To work with business office personnel to develop or revise, distribute and enforce departmental accountability procedures, resource management policies, and related systems to ensure the proper management of resources.

To ensure that delivered goods meet purchasing standards and specifications.

To prepare inventory reports, forecasts, and related data using computer assisted asset and inventory management programs.

To manage the Department's mail and courier services.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the methods of managing inventories of fixed assets and expendable stocks needed in the operation of a large institution; a thorough knowledge of personal computer applications for inventory control and forecasting; a thorough knowledge of procurement, warehousing, shipping and receiving; a thorough knowledge of record-keeping principles, practices and procedures involving the collection, classification, coding, indexing and filing of correctional information and data; knowledge of calculus, algebra and trigonometry as they are applied to resource management; knowledge of the methods and techniques applied to fixed asset management; skill in analyzing numerical data; skill in writing for business purpose; the ability to supervise and train staff; the ability to research and prepare proposals, plans, and management reports ;and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business or a related management field; and

Experience: Such as may have been gained through: employment in a supervisory position responsible for the management and control of the fixed and expendable assets of a large public or private institution.

Or, any combination of education and experience substantially equivalent to the above education and experience.

Class Revised: April 28, 1996

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