

Property Acquisition and Management

In the property acquisition and management area of practice, school business officials deal with property, purchasing and supply and fixed asset management, along with all the budgeting, accounting, and contract expertise required. They have skills in preparing and analyzing RFP's, contract negotiation and auditing, and know the ins and outs of procurement, competitive bidding laws, code of ethics and reporting regulations.

The Property Acquisition and Management area of practice encompasses:

- Purchasing
- Supply and Fixed Asset Management



As an affiliated associate with ASBO International, we have aligned our professional standards to those of the global community to reflect the current roles and responsibilities of members working in the business, finance, and operations in the K-12 education system in Alberta.

This profile tool is intended to frame your reflection on your practice, based on the indicators for each area of the Planning and Evaluation practice standards.

A suggested approach for using this tool:

Evidence in Practice

Review each of the statements highlighting ones that represent practices you demonstrate.

Identify those practices you demonstrate in the "Evidence of Practice" column. (are the practices observable? Are they measurable?)

If you currently demonstrate a practice that is not described, consider adding it to evidence in practice column.



Areas for Growth

Reflect on your current practice and on the job behavior as they relate to the area of practice to assist you in identifying areas for growth.

You may choose to add additional indicators based on shared practices and/or emerging legislation and/or research that identify areas in which you would like to grow.

This tool is intended for your personal use. You may choose to share with mentors and/or colleagues as you see fit. It is also a good tool to use when identifying areas of experience and/or specific PD/CPD required in meeting or maintaining the CSBO designation. Individual members who wish to do a more in-depth assessment of their current skill levels, may wish to request a copy of the [2021 ASBO International School Business Management Professional Standards](#) which provides further information for entry, mid and senior level guides for competencies.



AREA OF PRACTICE

Property Acquisition and Management

PURCHASING

In this function, school business officials understand supply chain management and the laws surrounding it. They follow legislation around RFPs and understand and negotiate contracts, following the appropriate procedures for purchasing and evaluating what's ideal for the system. Because of the nature of this function, they must also understand codes of ethics and competition laws, trade agreements and must be able to identify where there may be conflicts of interest.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> a) Understand Trade Agreements and procurement for public entities and how they apply to public school authorities. b) Understand laws of competitive bidding and contract law. c) Establish and implement procedures that conform to local policies, provincial and federal statutes, and regulations regarding the procurement of goods and services to provide the best value for jurisdiction resources. d) Adhere to a strict code of procurement ethics and conduct all procurement without conflict of interest, impropriety, or an attempt to obtain personal gain. e) Formulate and evaluate bid requirements for specifications, advertisements, and selection that complies with all federal, provincial legislation and regulations. f) Understand how and when to use the Alberta Purchasing Connection (APC) g) Negotiate contracts. 	
	AREAS FOR GROWTH

AREA OF PRACTICE

Property Acquisition and Management

SUPPLY AND FIXED ASSET MANAGEMENT

School business officials in the function keep track of all the jurisdiction's assets, including buildings. They ensure processes are in place to categorize and track all assets, and understand proper use, purchasing, insurance and capital acquisition. They may also set rules and create reporting requirements.

INDICATORS	EVIDENCE IN PRACTICE
<p>A school business official understands and demonstrates the ability to:</p> <ul style="list-style-type: none"> a) Ensure compliance with all provincial and federal regulations for required reporting are followed. b) Develop and maintain a replacement plan schedule, inclusive of replacement costs and incorporated into the long-range financial projections. c) Develop and implement a program to effectively manage the current and long-range acquisition, maintenance, and repair of equipment. d) Develop a system to reallocate or dispose of surplus, scrap, and obsolete materials and equipment. e) Use a fixed asset tracking system that aligns with the jurisdiction insurance provider to ensure that all fixed assets are accounted for annually and are covered on the insurance policy. f) Develop a system for the financial analysis of life cycle costs and quality control. g) Develop and implement a system for the proper valuation, classification, and amortization of fixed and capital assets. h) Develop procedures for the acquisition and disposal of land and buildings. i) Coordinate with government agencies regarding zoning, land use and other real estate issues. j) Develop and implement a use of facility system that complies with all government regulations. 	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px;">AREAS FOR GROWTH</div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>