

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FIXED ASSETS INVENTORY CONTROL TECHNICIAN

SALARY SCHEDULE: [M3] SSP-11

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess a valid state of Florida Driver's License.
- (3) Must receive a minimum score of 80% on the Microsoft Word test.
- [(3)] [Minimum of two 2 years successful computer / bookkeeping experience preferred.]
- (4) Minimum of 2 years [recent] experience with company-wide asset inventory control.
- [(4)] [Minimum of 2 years recent experience in maintaining and reconciling on-line asset inventory systems]

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern technology skills. Knowledge of mathematics and bookkeeping skills. Ability to work independently. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

[Supervisor, Media / Instructional Materials, Fixed Assets and Materials Management] Supervisor,
Purchasing and Fixed Assets

JOB GOAL

To provide for effective and efficient inventory control of equipment owned by the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Decipher all purchase orders to determine markable equipment.
- *(2) Create inventory control cards for all marked equipment.
- *(3) Conduct annual inventories for each school and department within the District.
- *(4) Receive surplus equipment for storage in the warehouse.
- *(5) Assist school personnel with selections of surplus equipment as needed.
- *(6) Oversee, organize and assist with the auctions of surplus equipment as required.
- *(7) Generate required reports for departments within all cost centers.
- *(8) Work closely with all media and technical personnel at cost centers.
- *(9) Conduct inventories at alternate sites; e.g., hospitals, jail, fire department and other agencies, as required to locate active equipment.
- *(10) Collect and follow up on police reports of missing or lost equipment.
- *(11) Demonstrate initiative in the performance of assigned responsibilities.
- *(12) Provide for a safe and secure workplace.
- *(13) Model and maintain high ethical standards.
- *(14) Follow attendance, punctuality and proper dress rules.
- *(15) Maintain confidentiality regarding school matters.

FIXED ASSETS INVENTORY CONTROL TECHNICIAN (Continued)

- *(16) Maintain positive relationships with staff and vendors.
- *(17) Participate in workshops and training sessions as required.
- *(18) Communicate effectively with staff and vendors.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Prepare all required reports and maintain all appropriate records.
- *(22) Follow all School board policies, rules and regulations.
- *(23) Exhibit interpersonal skills to work as an effective team member.
- *(24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force daily, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. Must be physically able to maneuver in confined areas and climb stairs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities