

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

INVENTORY CONTROL SPECIALIST

QUALIFICATIONS:

- (1) Bachelors Degree
- (2) Three (3) years of increasingly responsible experience related to inventory or financial record keeping.
- (3) Expertise in the use of computer applications including but not limited to, word processing, spreadsheets, database development, and presentation software

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of organization and maintenance of data and information
- Knowledge of inventory control principles and techniques
- Knowledge of principles of business letter and report writing
- Ability to communicate effectively to a variety of audiences in both written and oral forms
- Ability to balance several job functions at one time
- Ability to work cooperatively with the schools and departments
- Good interpersonal skills
- Ability to learn nomenclature of a wide variety of property and equipment

REPORTS TO:

Assistant Superintendent for Business Services

JOB GOAL

To perform responsible technical work relating to school district property inventory; perform tasks related to establishing, maintaining, and reconciling date processed property inventory records; assign and attach identification numbers to property subject to control, conduct physical inventories and perform other duties as assigned.

SUPERVISES: NONE

PHYSICAL REQUIREMENTS:

Medium to heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Length of the work year and hours of employment shall be those established by the District.

SALARY:

Administrative Support Salary Schedule – Pay Grade 2

EVALUATION:

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

Inventory Control Specialist (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist in the establishment of goals and objectives for the district's property control program
- * (2) Develop procedures pertaining to property control, equipment acquisition and maintenance
- * (3) Perform any technical work relating to the district's property inventory
- * (4) Maintain acquisition, transfer, and disposal records of property
- * (5) Prepare and process data for computer input and output
- * (6) Prepare reports pertaining to inventory discrepancies
- * (7) Operate standard office machines and computers
- * (8) Conduct periodic on-site inventory of equipment
- * (9) Attach or inscribe identification markings on equipment
- * (10) Determine nomenclature and assign classification of equipment
- * (11) Research vandalism and/or theft of equipment and maintain records of such
- * (12) Prepare equipment and furniture for auction and/or disposal
- * (13) Provide data to insure that inventory printouts and site records are current
- * (14) Maintain a list of all surplus equipment and furniture available at each site for possible redistribution and/or disposal

Interagency Communication and Delivery

- * (15) Develop and maintain working partnerships with local or regional agencies as needed
- * (16) Work closely with District and school personnel to ensure information exchange, coordination of efforts, and support for the district's property maintenance services
- * (17) Work administrators in the development, implementation, and evaluation of the district's property control program

Professional Growth and Improvement

- * (18) Maintain a working knowledge state/federal laws and regulations that impact K-12 public school services as related to job assignment
- * (19) Participate in workshops, conferences, meetings, and professional readings to keep current and well informed about trends and changes in area(s) of responsibility.
- * (20) Assist others, including new administrators, in their professional growth, and development as related to property control

Systemic Functions

- * (21) Keep the immediate supervisor properly informed of the status of various issues, events and activities at all worksites as related to property control
- (22) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (23) Model high standards of professional conduct.
- * (24) Assist as needed with the formulation and implementation of strategic and comprehensive planning.
- * (25) Demonstrate a proactive orientation to identifying potential problems and taking appropriate action.
- * (26) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (27) Facilitate problem solving by individuals and/or groups as needed

***Essential Performance Responsibilities**