

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Property Control Specialist	Job Code: 77625
Job Classification:	14 Other Professional Staff	EEO Line: 44
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 1
Reports to:	Department Director	Salary Locator: Classified Schedule

SUMMARY:

Under direction, the purpose of the position is to perform field and technical tasks in the inventory, property accounting, and property control of school district owned property. Employees in this classification are responsible for maintaining accountability for a wide variety of property and equipment. Position coordinates the maintenance of records and ensures reconciliation of official district property data through a computerized information system. Performs related work as directed.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) One (1) year previous experience or training demonstrating ability to maintain detailed and accurate records data, preferably in a warehouse or similar inventory tracking environment with familiarity in automated inventory tracking systems
- 3) Valid Florida Driver's License and acceptable driving record
- 4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Ability to calculate, compute, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.
- (5) Ability to exchange information for the purpose of obtaining information or clarifying details
- (6) Ability to operate, maneuver and/or control the actions of property scanning and computer terminals
- (7) Ability to utilize a wide variety of reference and descriptive data and information
- (8) Ability to perform addition and subtraction
- (9) Ability to exercise judgment, decisiveness and creativity

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Conducts on-site audits of property and assets for the purpose of reconciling data with property accounting systems
- (4) Establishes and maintains documentation regarding property and equipment physical location and general physical property conditions.
- (5) Establishes records and identification and tracking tags for newly acquired property and equipment
- (6) Inventories and tags property at designated physical locations in accordance with established regulations, policies, and procedures.
- (7) Maintains records of excess property, and coordinates and/or performs auditing and records management activities.
- (8) Coordinates equipment/property loans to other departments, and develops appropriate records for the issuance and receipt of loaned property and equipment.
- (9) Assigns property numbers, affixes tags to accountable equipment, and records age, condition, and value of such property.

- (10) Confers with department heads on laws and regulations governing property control, surplus handling and management, and/or property disposal
- (11) Records all transfers, acquisitions, changes, and/or deletions to existing property records, to include all related data processing files
- (12) May assist with public auctions of surplus, obsolete, and scrap property and performs inventories of such as required.
- (13) Maintain computer data base of property control, property accountability, and all inventory received.
- (14) Attends training to ensure skill level in various technologies
- (15) Responsible for timely and accurate information
- (16) Perform all other non-instructional duties a requested by department director

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Most tasks require visual perception and discrimination. Tasks risk potential exposure to various adverse environmental conditions when performing physical inventories, i.e., dust, odors, wetness, humidity, temperature extremes, machinery, and toxic/poisonous agents.

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004
Amended: May 20, 2014