



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 9/90; 2/93; 5/93; 11/94; 1/98; 7/01; 6/03;
5/04; 12/04; 1/05; 3/06; 3/10; 10/12; 4/13; 2/14; 3/15; 12/15; 6/18;
5/19; 6/19; 9/20; 4/23

JOB DESCRIPTION

POSITION TITLE: Inventory Specialist	JOB CODE: 467A
DIVISION: Financial Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Financial Systems & Capital Assets	WORKDAYS: Annual Administration
REPORTS TO: Assistant Director, Capital Assets	PAY GRADE: Clerical Rank V (NC05)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs property and equipment inventories, equipment tagging, Munis Capital Assets module input, and maintenance of school district property records for all locations.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: One year of property or equipment inventory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift equipment weighing up to 75 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to work independently, computer skills (Excel, Word), knowledge of inventory methods

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Performs detailed inventories of district property and equipment in schools and central office locations; works closely with school and department staff to ensure efficient inventory.
3.	Prepares files and maintains documentation of each location's inventory performed.
4.	Follows up on equipment shortages with school and department staff to resolve differences.
5.	Prepares and updates inventory shortage lists in Excel.
6.	Performs volume data entry into the Munis Capital Assets module; assists with analyzing invoice data entry in and manual inventory edits in Munis Capital Assets module.
7.	Confirms equipment sent to the warehouse to be salvaged, surplused, or sold.
8.	Tags equipment at locations throughout the district.
9.	Assists with scanning documentation, including but not limited to, purchase orders, vendor invoices, donations, and other information.
10.	Provides support to district staff by following procedures established within Financial Systems & Capital Assets.
11.	Performs updates to the inventory Munis Capital Assets module which include transfers and status changes.
12.	Assists with training team members on the inventory and tagging processes.
13.	Assists with creating and maintaining inventory procedures.
14.	Maintains a high level of confidentiality regarding all Financial Systems & Capital Asset matters.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____