



JOB DESCRIPTION

JOB TITLE: **Specialist (Property Control-Compliance)**

Position Type: Classified	Department: Purchasing Services
Salary Schedule: Classified	Reports to: Director of Purchasing Services
Salary Range: Range 28	
Term of Employment: 12 months	Date: October 19, 2016
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operation of Purchasing Services, District Fixed Assets and Property.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Establishes and maintains an effective working relationship with administrators and district personnel.
- Compiles and/or types a variety of reports for all district schools, categorizing and coding items for all property.
- Monitors compliance by all district schools/departments with state/federal laws, and district policies/procedures relative to fixed assets.
- Maintains and prepares the labeling of fixed assets and capital equipment.
- Researches, gathers, and compiles all listings for general fixed asset documentation.
- Conducts internal, on-site audits of property and prepares reports.
- Reconciles capital expenditure for property listings and prepares reports as required for the Finance Department.
- Develops and maintains documentation on the sale of obsolete equipment and supplies.
- Serves as liaison to schools on storage, transfer, and/or sale of surplus furniture and equipment.
- Tracks defective or unacceptable equipment with appropriate buyer and any other personnel, as directed.
- Processes paperwork required for the state auditors and maintains official permanent files.

- Compares data from several sources to ensure accuracy of technical information, rules, or other technical documents, using judgment, and relying on knowledge of subject matter.
- Assists in development and implementation of new procedures relative to property control.
- Confers with manager, presenting and resolving problems and actions to be taken.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- An Arizona driver's license and acceptable driving record required.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Ability to identify a broad range of equipment, furniture, etc.
- Experience indicating knowledge of general inventory control practices, property control accounting, electronic data entry and retrieval, work processing, and spreadsheet programs.
- Experience indicating ability to prioritize workload and meet deadlines.
- Skills in work management and leadership desirable.
- Knowledge of inventory methods and the various procedures associated with accounting, budgeting, purchasing, receiving, distributing, and data processing functions.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste, and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- Frequently works near moving mechanical parts.
- Occasionally required to perform duties in outside weather conditions with exposure to wet and/or humid conditions.
- Occasionally exposed to fumes or airborne particles.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.