

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Assistant Property Control Officer Department: Business Affairs

**Grade I
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: May 2019

**Reports To: Assistant Finance
Director**

Purpose of Job

The purpose of this job is to assist the Property Control Officer (PCO) in managing and maintaining the administrative functions of the district’s Inventory Control System. Major areas of responsibility include assisting the PCO with the following: providing training and support to the district’s Inventory Control Representatives; coordinating physical inventory audits for all of the district’s fixed assets; maintaining necessary documentation relative to the district’s purchase and disposal of property; compiling and analyzing fixed asset reports; and ensuring the district’s Inventory Control System meets the requirements of the Governmental Accounting Standards Board.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Works with the schools, facilities administrators, the safety officer, the Facilities Engineer and the Business Affairs office to collect, compile and maintain the school system’s fixed asset management system to meet the requirements of the Governmental Accounting Standards Board statement 34.

Assist with managing and tracking the district’s 50,000+ fixed assets. Maintains a database of all accountable property as defined by administrative policy.

Serves as the point of contact for all district inquiries on property control and inventory as assigned.

Maintains property control records for capital asset acquisitions and disposals.

Assist in monitoring the district-wide controls and procedures for inventory and property control including identification of new equipment, equipment loss or movement and physical inventories. Offers guidance for internal controls at the school level.

Reviews and approves new equipment acquisition requests and assigns barcode numbers to accountable items as assigned.

Monitors and enters daily fixed asset transactions such as new equipment acquisitions, material transfers, and retirements in the district accounting program as assigned.

Helps reconcile 17,500+ laptops assigned to all middle and high school students for one-to-one use and resolves any student, location, or computer name discrepancies before posting changes in the inventory control program. Works with the Property Control Officer, Technology Programmers, and Systems Specialist to resolve issues related to the student check-out/check-in process.

Assist the PCO in conducting physical inventories audits of the district's 50,000+ fixed assets to over 40 locations ensuring property records reflect the correct amount of property on hand, reconciling and updating adequate and accurate information on all significant changes in the District's investment in property assets. Compiles inventory audit reports for each location and department.

Investigates property loss or unauthorized equipment movement and prepares reports on any such incidents. Works with School Resource Officers and school administration to help determine any employee or student negligence for property that is lost stolen. Uses district software tracking programs to analyze known users for missing desktop computers, laptops, and iPads. Works with the Property Control Officer, Assistant Finance Director, Finance Director and/or Chief Financial Officer to determine financial responsibility for assets that are lost or stolen. Follows up with the Principal or Department Head on how to prevent future losses.

Presents property surplus requests to the Chief Financial Officer as need for School Board approval.

Reviews and monitors sales of district property. Reviews items identified for scrap or sale. Assures capital, federal, and grant funded assets to be sold or scrapped are disposed of according to Federal and State guidelines and that monies are reimbursed if necessary.

Provides assistance to the PCO for the annual training on district inventory policies, procedures, and inventory control program to 60+ Inventory Control Representatives across the district. Provides administrative support to Principals and Department Heads as needed.

Serves as first level support for end users having problems with the inventory control program.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Two years of college with a minimum of twelve semester hours in Accounting or Business Administration and a minimum of two years of inventory control and general office experience or related experience in a medium to large organization is preferred. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted.
- Must possess functional knowledge of word processing, spreadsheet, and report generating software.
- Valid driver’s license and the ability to provide reliable transportation to all CMCSS locations.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and inventory control practices as they pertain to the performance of the duties relating to the job of Assistant Property Control Officer. Has general knowledge of general office, inventory control and warehouse practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles and method utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to withstand the physical demands while performing inventory counts at all CMCSS locations. Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Assistant Property Control Officer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Property Control Officer.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date