

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

Job Title: Asset Control Specialist

Department: Technology

Grade: G

H.P.D. 8

D.P.Y. 260

Job Description

Date Reviewed: September 2023

Reports To: Desktop Support Manager

Purpose of Job

The purpose of this job is to support the operation and efficiency of the CMCSS Technology Department and ensure the timely delivery, acquisition, and support of district technology devices. Duties and responsibilities include but are not limited to: efficient management of technology warehouse space; tracking and acquisition of parts and supplies used for computer repair and technology support; transport of devices and equipment to and from CMCSS locations via the safe operation of district vehicles and resources; and general assembly and maintenance of storage and organizational items.

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.

Serve as the Technology Department Inventory Control Representative, to include assisting in reconciliation of inventory discrepancies and asset tag acquisition and replacement.

Management of technology warehouse space, to include ability to plan and organize storage to maximize efficient use of space and easy retrieval of assets.

Management of technology parts and supplies inventory system, to include tracking of items on hand and timely acquisition of supplies when needed

Loading, transport, and unloading of large quantities of student devices between district schools and administrative locations, using a combination of a commercial box truck with lift gate, pallet jack (manual and electric), and/or walkie stacker.

Basic assembly of storage resources (such as warehouse shelving or racks) and/or technology resources (such as smartboard mounts or stands).

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma (or equivalent) required, with six months to one year of light equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Asset Control Specialist must have a valid Tennessee driver's license and ability to obtain and maintain a CDL class B with air brake endorsement.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, Facilities practices as they pertain to the performance of duties relating to the job. Has general knowledge of the School System, Facilities and Safety 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 financial 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 methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be physically able to operate a motor vehicle and a variety of loading/unloading equipment such as dollies, ramps, etc;
- Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. Must be able to lift and/or carry weight of fifty to one hundred pounds;
- Must be able to work in areas with temperature and humidity variations based on local weather conditions and varying internal storage environments;
- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;

- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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.

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