

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

INVENTORY PROGRAM SPECIALIST – FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Bachelors Degree or higher and the equivalent of three (3) years of increasingly responsible experience related to project management, inventory and/or financial record keeping.
- (2) Expertise in the use of computer applications, including but not limited to, word processing, spreadsheets, database development, and presentation software.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of principles and techniques of inventory documentation and control
- (2) Ability to conduct physical inventories, develop reports, organize records/files, and maintain documentation, data, and other information related to federal materials equipment
- (3) Ability to integrate property into federal programs
- (4) Ability to establish and maintain financial records as necessary for program to remain in compliance
- (5) Ability to handle all program logistics, trace purchases, and work with vendors to get orders delivered correctly and in a timely fashion
- (6) Ability to communicate effectively, both oral and in writing
- (7) Ability to work cooperatively with all education and district stakeholders
- (8) Ability to multi-task effectively
- (9) Ability to problem solve and assist with the implementation and evaluation of instructional programs
- (10) Ability to recognize and record a wide variety of property and equipment
- (11) Ability to integrate property into federal programs
- (12) Ability to maintain a positive working relationship with all appropriate personnel.

REPORTS TO:

Area Director of Federal Programs

JOB GOAL

To perform responsible technical work relating to federal program property inventory; reconcile purchase orders with packing slips; assign and attach identification numbers to property/equipment subject to inventory control by federal requirements.

SUPERVISES: N/A

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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.

INVENTORY PROGRAM SPECIALIST – FEDERAL PROGRAMS (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Personnel evaluation.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Assist in the establishment of goals and objectives for the federal program's property control process
- (2) Assist in development of procedures relating to property control, equipment acquisition and maintenance, and equipment classification
- (3) Develop procedures for collecting documentation and maintaining clear paper trails from purchase to receipt of property and dissemination to schools
- (4) Establish and maintain financial records in an organized fashion
- (5) Conduct periodic review of inventory and update its status and location
- (6) Develop and submit reports as required
- (7) Collaborate with other federal program staff in the delivery, operation, and monitoring of federal programs
- (8) Participate in activities designed to develop prescribed curricular experiences
- (9) Maintain high standards of safety and security
- (10) Exercise managerial skills to control flow of property in and out of intake premises
- (11) Perform tasks consistent with the goals and objectives of the District and federal programs

Interagency Communication and Delivery

- (12) Develop and maintain positive working partnerships with all stakeholders
- (13) Work closely with school personnel to ensure information exchange, coordination of efforts, and support for the federal program property services
- (14) Handle all communication with utmost professionalism
- (15) Model and maintain high ethical standards
- (16) Maintain work area in a neat, safe and secure manner
- (17) Display a strong work ethic and regular attendance

Professional Growth and Improvement

- (18) Maintain a working knowledge of all state and federal laws and regulations that impact federal programs, as related to job assignment
- (19) Represent the Federal Program office in an appropriate manner
- (20) Participate in workshops, conferences, meetings, and professional readings to keep current and well-informed about trends and changes in area(s) of responsibility

Systemic Functions

- (21) Keep immediate supervisor properly informed of the status of various issues that arise from the assigned tasks related to program operation and inventory control
- (22) Respond immediately to problem situations and be proactive in expecting problems
- (23) Assist with planning for and physical equipment movement and management
- (24) Prepare all required reports in a timely manner and maintain all appropriate records and inventories

INVENTORY PROGRAM SPECIALIST – FEDERAL PROGRAMS (Continued)

Leadership and Strategic Orientation

- (25) Model high standards of professional conduct
- (26) Assist the supervisor as needed with the development and implementation of strategic planning and program implementation
- (27) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
- (28) Facilitate problem solving by individuals and between stakeholders