

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PROPERTY BOOK OFFICER – PERSONNEL NCO

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Valid United States Army Certification in JROTC.
- (3) Retired NCO on military payroll.
- (4) Experience in military supply and record keeping to include personnel records.
- (5) Above average proficiency in automation skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to organize, manage time and prioritize duties. Possess good interpersonal and communication skills. Knowledge of student database system. Knowledge of federal, state and District rules, policies and laws related to assigned program. Ability to effectively use problem-solving skills. Skills in purchasing (United States Army) supplies, textbooks, and other items required for program. Possess data processing skills.

REPORTS TO:

Director of JROTC

JOB GOAL

<p>To ensure the prompt requisition and maintenance of supplies and materials required in order to provide for a highly successful program.</p>

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.

EVALUATION:

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

Job Description Supplement No. 01

PROPERTY BOOK OFFICER – PERSONNEL NCO (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Requisition, store, maintain, issue, inventory and safeguard all equipment, weapons, uniforms, supplies, training aids and regulated items required by the United States Army, state, local laws and District regulations.
- * (2) Perform the duties of Purchasing Agent for the United States Government utilizing the United States Government Card System.
- * (3) Maintain appropriate files and records and complete all reports required by the United States Army, state, local laws and District regulations.
- * (4) Request, administer and maintain the annual JROTC budget from the United States Government.
- * (5) Assist the JROTC programs with the use, training and maintenance of computers and other automation equipment.
- * (6) Assist with the supervision and training of the secretary assigned to the department.
- * (7) Serve as a JROTC instructor as required.
- * (8) Maintain all aspects of the department in order to comply with the annual inspection by the United States Army.

Employee Qualities / Responsibilities

- * (9) Provide for positive communication within department.
- * (10) Attend classes and inservice programs as required.
- * (11) Keep abreast of new technologies and brief appropriate personnel of their appropriateness to the program.
- * (12) Model and maintain high ethical standards.

System Support

- * (13) Prepare all required reports and maintain all appropriate records.
- * (14) Ensure that School Board policies and government regulations are being consistently applied to area of responsibility.
- * (15) Assist the Director of JROTC with required reports.
- (16) Perform other duties as assigned.

*Essential Performance Responsibilities