

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

INVENTORY INTAKE SPECIALIST – FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) High School diploma 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:

Knowledge of principles and techniques of inventory documentation and control
 Ability to organize, record, and maintain property documentation, data, and other information related to intake of purchases and equipment
 Ability to trace purchases and work with vendors to get orders delivered correctly and in a timely fashion
 Ability to conduct physical inventories
 Ability to communicate effectively, both oral and in writing
 Ability to work cooperatively with all education and district stakeholders
 Ability to multi-task effectively
 Ability to problem solve
 Ability to recognize and record a wide variety of property and equipment
 Strong interpersonal skills

REPORTS TO:

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:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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 Boards policy on evaluation of personnel.

INVENTORY INTAKE SPECIALIST – FEDERAL PROGRAMS (Continued)**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) Maintain purchasing records in an organized fashion that is accurate and easy to access.
- *(5) Conduct periodic review of inventory and update its status and location.
- *(6) Maintain records and submit reports as required.
- *(7) Work with district inventory control to ensure that records are in agreement and property tags are inscribed and/or attached.
- *(8) Work with vendors to correct any discrepancies with receipt of goods.
- *(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 incidental tasks consistent with the goals and objectives of the District and this position and perform other duties as assigned.

Interagency Communication and Delivery

- *(12) Develop and maintain positive working partnerships with local or other agencies as necessary.
- *(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, events, and activities that arise from the assigned tasks and are related to inventory or property control.
- *(22) Respond immediately to problem situations and be proactive in expecting problems.
- *(23) Assist supervisor in the wise utilization and placement of property and equipment.
- (24) Prepare all required reports in a timely manner and maintain all appropriate records and inventories.

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.
- *(27) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(28) Facilitate problem solving by individuals and between stakeholders.

*Essential Performance Responsibilities