

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Property Control Specialist

## GENERAL DESCRIPTION

The essential function of the position within the organization is to perform moderately complex to complex clerical and technical accounting functions involved in executing the districts property control procedures with respect to property management and inventory control. The position works under general supervision, independently developing work methods and sequences.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Maintain thorough understanding of Property Control policy and procedures to be able to provide definitive guidance in this area.

Administer asset management program for district including property control /inventory function according to policy.

Act as system administrator for property control database. Serve as technical expert for staff questions.

Act as liason for all school, business staff and members of the public regarding property control (purchases, sales, donations, recycling, etc)

Maintain inventory of all capital and non-capital property at all locations throughout the district.

Reconcile monthly capital acquisitions.

Ensure that items are issued a BPI number and tagged monthly.

Maintain property control database for accuracy of data.(age, type, class, descriptions, condition, etc)

Enter additions, transfers, adjustments or disposal of equipment requests.

Make recommendations for removal of asset based off age, condition, etc.

Coordinate removal of assets via sale, donations to non-profits, recycle or disposal.

Oversee annual inventory of capital and non-capital inventory.

Perform annual warehouse inventory.

Audit each school once a year by performing an on-site inspection to ensure compliance with Property Control procedures.

Research inventory discrepancies.

Work with Finance to balance annual reporting of assets.

Prepares periodic and special reports as required by the department, school, District and other agencies.

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Receives and responds to inquiries, concerns, complaints and requests for assistance from personnel and citizens regarding areas of responsibility.

Greets office visitors and provides professional, courteous customer service; assists customers or obtains information for customers as requested; explains financial policies and procedures; refers customers to other personnel or offices as appropriate.

Prepares, types, copies, files, transmits and/or mails various records, reports, notices, forms, correspondence.

Performs other general clerical work as required, including but not limited to establishing and maintaining files, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, processing mail, maintaining lists and logs, ordering office supplies.

Attends training, seminars to maintain enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Provides information, guidance and instruction.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of property, materials or supplies of high value or moderate amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

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Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires close attention for accurate results and occasional exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects those in work unit and may affect other units or citizens.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for the safety and health of others and/or for occasional enforcement of the standards of public safety and health.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires associate’s degree or the equivalent of two years of college or vocational school education in accounting, business or related field.

**Licenses Certifications Registrations Required:**

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*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable.

Requires a valid driver’s license.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience in Property Control.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 25 pounds of force on a regular basis; and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Director of Internal Services

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**Supervises:**

N/A

PAY GRADE: From: 126.01 To: 126.25

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/21/17

Aligned Title Change 2/1/17

Originally Board Approved 4/21/2016