

POSITION TITLE: Military Property Custodian (MPC)

QUALIFICATIONS: Must have a high school diploma. Associate degree preferred. Must be a commissioned/warrant/non-commissioned officer retired from the United States Army with at least fifteen years of active military service. Must have the knowledge and experience of systematically planning, executing, and evaluating individual and group instruction and effective organization and management of classroom, laboratory and outside the classroom instructional environments. Must have excellent communications, organizational, customer service and public relations skills. Must have the ability to work independently to ensure successful accomplishment of assigned duties and responsibilities. Must have the ability to establish and maintain professional working relationships and work in a cooperative and collaborative manner with administrators, supervisors, co-workers and parents. Must be knowledgeable of property accountability and how to establish and efficiently operate a consolidated supply operation. Some experience with Microsoft Word, PowerPoint, Excel, Internet and Intranet access is required.

PERFORMANCE EXPECTATIONS: Maintains accountability for all United States Army property designated for JROTC units of Richmond Public Schools. Requisitions, receives, stores, issues, inventories, and accounts for all applicable property. Establishes and maintains a consolidated supply operation for all applicable schools. Establishes a sub-hand receipt account at each applicable school. Ensures monthly serial number inventories, by disinterested personnel, of all sensitive items. Ensures quarterly inventories of clothing and makes appropriate adjustments of accounts as required. Ensures annual joint inventories of sub-hand receipt accounts. Maintains current listings of all serial numbered items at applicable schools. Secures and maintains adequate space to receive, store, and issue clothing, supplies, and equipment for applicable schools. Secures and maintains appropriate furniture, computers with software, bins, containers, office supplies, hardware, etc. to execute the mission. Maintains contact with applicable schools to ensure appropriate authorizations based on cadet enrollment. Attends and participates in applicable meetings and other professional activities. Attends and participates in all Richmond Director of Army Instruction sponsored events. Adheres to all school division and Army Standards. Prepares and maintains administrative and support reference materials, as required. Coordinates with military instructors assigned to Richmond Public Schools, as required. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs skilled supply technician and responsible property accountability work; performs a variety of tasks in an office environment; does related work as required. Work is performed under minimum supervision. This is sedentary work requiring a negligible amount of force to move objects; work requires stooping, kneeling, reaching, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

REPORTS TO: Director of Army Instruction

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 122

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt