

Job Title:	Technology Asset Analyst 1
Grade Level/Terms of Employment:	Unified Pay Schedule, Pay Grade 121
FLSA Status:	Exempt
Work Location:	Technology Services
Immediate Supervisor:	Manager, Technology Asset Management

General Description:

The Technology Services team is responsible for ensuring that Richmond Public Schools' technology resources are functioning efficiently and meet the needs of the RPS community. The Technology Asset Analyst 1 supports this work through inventory management of technology equipment throughout Richmond Public Schools.

Essential Duties and Responsibilities:

- Uses asset, inventory, and project management best practices to control Richmond Public Schools (RPS) inventory
- Processes inventory control assignment of incoming equipment and supplies for the purpose of maintaining a computerized inventory of all technology fixed assets as required by state, federal and/or administrative regulations
- Processes requests and documents (e.g. transfer forms, control number and tags, invoices and/or requisitions, etc.) for the purpose of maintaining a computerized inventory of technology fixed assets
- Follows asset control processes to ensure accountability; manages asset reconciliation and asset disposal agreements
- Uses asset management tools to analyze, review, and track asset data
- Assists in inventory management, procurement, and shipment activities

Qualifications:

- Associates' degree required; field of business administration, information systems, or a related field preferred
- Ability to perform technical problem and data analysis to manage complex projects
- Excellent organizational and presentation skills
- Ability to communicate both verbally and in writing and work in a cooperative manner with school staff, other employees, and the community