

COLTON JOINT UNIFIED SCHOOL DISTRICT

Management Range 260

CLASS TITLE: ASSET MANAGER

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, organize, record, and maintain the inventory in the District's fixed asset and textbook system. Maintain and update the fixed asset system inventory for all incoming textbooks, equipment, and furniture items. Works with Education Services, Purchasing, and Fiscal Services to expedite textbook, equipment, and furniture orders; works with all school and administrative sites regarding textbook, equipment, and furniture inventory related issues.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with the receipt of incoming orders and affixes bar code labels to all textbook, equipment, and furniture items and re-packs boxes for delivery.

Updates and maintains the inventory in the fixed asset system daily; monitor textbook inventory.

Generates a wide variety of fixed asset and textbook inventory reports for District use.

Tracks inventory, assists with transfers and storage of fixed asset equipment and textbooks.

Prepares annual inventory reports for all schools and departments.

Maintains various filing systems, posts data to records, checks and verifies data.

Schedules visits to all school and departments to conduct physical inventory of fixed assets and textbooks. Periodically conducts an individual follow-up verification of certain assets and/or textbooks.

Communicates with all site administrators regarding their textbook, equipment, and furniture transfers, vandalism and theft reports and the maintenance of these records.

Assists with acting as a liaison between the Warehouse, Purchasing, and Fiscal Services departments on shipping discrepancies, including contacting vendors and shippers as needed.

Make recommendations regarding inventory control procedures to improve accuracy and efficiency of District processes; train district staff on proper inventory control procedures.

Operate a variety of office equipment including a copier, fax machine, computer, scanner, and related software.

Attend and participate in a variety of meetings and trainings; serve on assigned committees; drive a vehicle to conduct work and attend meetings.

OTHER DUTIES:

Performs related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Inventory control practices, methods, and systems
Purchasing and accounting practices and terminology
Modern office practices and procedures
Operation of a computer and assigned software
Record-keeping and filing techniques
Methods of compiling data and preparing reports
District organization, operations, policies and objectives
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience and courtesy
Oral and written communication skills

ABILITY TO:

Perform inventory control work in support of the District's asset management program
Interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures
Demonstrate strong scheduling and organizational skills.
Maintain records, logs, and files
Compile, verify and prepare data for records and reports
Analyze situations accurately and adopt an effective course of action.
Establish and maintain cooperative and effective working relationships with others.
Train and provide work direction and guidance to others
Meet demanding timelines and schedules.
Work independently with little direction.
Plan and organize related work.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Education: High School Diploma. College-level coursework in business, inventory control, warehouse, purchasing or related field is desired.

Experience: Three years of experience involving maintaining computerized inventory records.

LICENSES AND OTHER REQUIREMENTS:

This position requires the use of a personal automobile or driving a District vehicle and possession of a valid California Class C driver's license and auto liability insurance, which must be presented upon offer of employment and maintained throughout employment in this position.

WORKING CONDITIONS

ENVIRONMENT:

Office and warehouse environment.
Exposure to fumes, dust and odors.
Subject to driving to a variety of locations to conduct work.

PHYSICAL ABILITIES:

Bending at the waist, kneeling or crouching, and reaching to conduct physical inventory.

Reaching overhead, above the shoulders, and horizontally.

Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.

Hearing and speaking to exchange information in person and on the telephone.

Visual ability to read, prepare/process documents, and to monitor various services and personnel.

Sitting or standing for extended periods.

Walking over rough or uneven surfaces.

Climbing, occasional use of stepladders.

Physical activity may be required, which could include lifting, carrying, pushing, or pulling objects weighing up to 50 pounds.