Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**IT Asset & Inventory Analyst**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Information Technology**	Pay Range:	**IT55H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**38243**

SUMMARY: Responsible for the coordination, maintenance, and accuracy of the District's IT asset records and lifecycle activities, including hardware, software, and related technology equipment. This role supports effective tracking, compliance, auditing, and analysis of IT assets and works closely with Finance, Purchasing, and IT operational teams to ensure technology assets are properly recorded, maintained, and retired.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Maintain accurate and up-to-date inventory records for IT assets, including status, location, assignment, and lifecycle stage.
2. Coordinate asset lifecycle activities from acquisition through deployment, support, refresh, and retirement.
3. Ensure asset records are updated to reflect moves, changes, repairs, replacements, and disposals.
4. Support periodic asset audits, reconciliations, and inventory verification activities.
5. Identify discrepancies in asset records and coordinate corrective actions under the direction of leadership.
6. Ensure asset records align with purchasing, depreciation, warranty, and disposal requirements.
7. Assist with compliance related to licensing, contracts, and district asset policies.
8. Analyze asset data to support refresh planning, budgeting, and replacement cycles.
9. Produce reports and documentation related to asset inventories, lifecycle status, and trends.
10. Identify opportunities to improve accuracy, consistency, and efficiency of asset management activities.
11. Report directly to the IT Deployment & Field Operations Manager on all asset record alignment, physical handling discrepancies, and deployment accuracy.
12. Evaluate and make recommendations around process improvement to reduce time to resolution.
13. Coordinate with technicians, warehouse staff, and vendors to resolve asset record issues.
14. Provide subject-matter expertise related to IT asset tracking and lifecycle processes.

15. Support and maintain the district's one-to-one laptop program. Work with school personnel to ensure the appropriate equipment is designated for appropriate staff.
16. Update assigned tickets and tasks, recording progress and key details in tracking tools to uphold transparency and accountability. Proactively create and manage tasks in tracking systems as needed to maintain organization, prioritize workloads, and meet deadlines. Actively address issues as they arise, working collaboratively with team members to overcome challenges and achieve project objectives effectively.
17. Utilize strong problem-solving and analytical abilities to identify, troubleshoot, and resolve technical issues. Analyze complex systems, determine root causes, and implement effective solutions to improve performance and efficiency.
18. Communicate effectively by translating technical concepts for non-technical audiences, collaborating across teams, and aligning solutions with business goals.
19. Deliver consistent, quality, user support by providing consultative customer service, resolving issues efficiently, and translating technical concepts into clear, user-friendly solutions.
20. Pursue continuous professional development by staying updated on district technology standards, industry trends, and emerging skills, while embracing challenges and maintaining a growth mindset.
21. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in information technology, computer technology, or business administration, or related field
- Experience in IT asset management preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Strong customer service skills
- Advanced math skills
- Strong organizational and time management skills
- Knowledge of computer operations, troubleshooting, repair and testing
- Knowledge of various hardware platforms utilized as interactive whiteboards, projection systems and LCD display systems

- Knowledge of various software applications utilized in conjunction with various interactive whiteboards, projection systems and LCD display systems
- Knowledge of computer operations, operating systems (Windows, ChromeOS, Linux, macOS/iOS), imaging solutions, endpoint deployment workflows, and system level configuration approaches used in district environments.
- Knowledge of ServiceNow, Microsoft Configuration Manager, Entra ID, Intune, Active Directory, JAMF, Google Admin Console, and other enterprise management tools used for field operations
- Knowledge of network concepts including TCP/IP, DHCP, DNS
- Ability to read and interpret schematics and technical data
- Ability to use electronic meters and test equipment
- Ability to use hand and power tools
- Ability to install, configure, and troubleshoot hardware, software, and peripherals of all types
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to provide excellent customer service on the phone and face-to-face
- Ability to participate and work in a team environment
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced troubleshooting and repair knowledge of computer and audio-visual equipment, including printers, projectors, monitors, televisions, and other audiovisual equipment
- Operating knowledge of intercom systems
- Operating knowledge of and experience with personal computers, peripherals, media equipment, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	IT Deployment & Field Operations Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	