

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Military Property Specialist (MPS) / District Property Control Officer

**Department:** Instruction / Business Affairs

**Job Description**

**Date Reviewed:** August 2010

**Reports To:** Director of Army Instruction (DAI)  
Chief Financial Officer (CFO)  
U.S. Army

**Purpose of Job**

The School District Military Property Specialist (MPS) / District Property Control Officer (DPCO) reports to the Director of Army Instruction (DAI) for matters concerning requisitioning, receiving, distribution and accountability of US Army Equipment and to the Chief Financial Officer on issues pertaining the establishment and maintaining inventory and accountability of school system fixed assets. The MPC is responsible for providing direction and guidance to elements of the Junior ROTC Program in supply management involving equipment authorization, acquisition, disposal, and accountability of all United States Government property issued to Junior ROTC. All DAI shops that are responsible for 5 or more schools within their district are authorized an MPC. If not a cost-shared position the individual must be totally funded by the school district as a supply person and therefore can hold the MPC position, under supervision of the DAI, but not be the signed for the equipment or be the GPC cardholder.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**JROTC**

- Establish and maintain a consolidated supply operation for Army Junior ROTC units within the school district.
- Requisition, receive, store, issue, inventory, and account for supplies requisitioned through the Army Supply System IAW AR 700-1 and CCR 700-1, or commercial items acquired and/or paid for in accordance with current regulatory guidance and command policy using the Government Purchase Card (GPC).
- Secure and maintain adequate space to receive, store, and issue clothing, supplies, and equipment for applicable schools
- Establish a sub-hand receipt account at each school within the school district that hosts an Army JROTC unit and update hand receipts every six months.
- Ensure accounts are cleared and a new hand receipt holder is assigned prior to a change of duty or transfer.
- Ensure a 100% physical inventory of all property is conducted annually and the results are furnished to the Installation Property Book Office (PBO).
- Ensure sensitive items are inventoried monthly and the report is submitted to the support installation IAW their guidance.

- Maintain current record of all serial numbered items.
- Ensure all requests; turn-ins and hand receipt transfers are prepared in accordance with CCR 700-1.
- Comply with AR 710-2, paragraphs 2-13 and 2-28c; and DA Pamphlet 710-2-1, chapter 3 for lost, stolen or damaged equipment which may require Report of Survey, Cash Collections Vouchers, and Statement of Charges.
- Ensure TDA equipment is documented or on request (providing funds are available and the excess equipment is turned in or a request for a change to the TDA has been submitted.)
- Initiate DD Form 250 Material Inspections and Receiving Report to acknowledge and report purchases of non-expendable items to the PBO within 3 working days.
- Ensure that required documentation is maintained as a GPC Card Holder (CH) and the Billing Official (BO) is provided a copy for their records. Ensure that the BO is provided copies of all transactions for review, approval, and certification of items purchased with the GPC.
- Secure and maintain appropriate furniture, and equipment to execute the mission IAW CTA.
- Ensure Army JROTC units are only issued authorized property which is based on cadet enrollment at that unit.
- Arrange for pick-up and delivery of laundry, dry cleaning, and alterations from Army JROTC units within the school district.
- Participate in meetings and other professional activities.
- Adhere to all school district and Army Standards.
- Prepare and maintain administrative and support reference materials, as required.
- Maintain an open line of communication with all instructors.
- Perform related duties as assigned to accomplish the mission.

### **FINANCE**

- Works with the schools, facilities administrators, safety officer, Facilities Engineer and the Business Affairs office to collect, compile and manage the school system's fixed asset management system to meet the requirements of the Government Accounting Standards board statement 34.
- Schedules and performs routine on-site comprehensive inventories of all CMCSS facilities annually. Performs inventory analysis and reports of those facilities that have been inventoried and reports any issues relating to status of property.
- Performs appraisal of property (other than real) for the purpose of ascertaining depreciated value in compliance with generally accepted accounting principles. Researches all pertinent information relating to the item(s) for the purpose of identification and location.

**Job Qualifications**

Meet the same requirements prescribed to be an Army JROTC Military Property Custodian application, Section 2. Must be an Army retiree, cost shared, and certified by Cadet Command. Meet the medical standards in accordance with Army Regulation 145-2, Cadet Command Regulation 145-2, AR 40-501 Submit DA Style photograph in Class "A" uniform, 4"x6". Wear the appropriate military uniform and be the GPC cardholder. Must have experience and knowledge in Army administration and supply. Possess the ability to communicate effectively in both written and oral communications.

**Additional Job Functions**

Performs other duties as required in addition to those duties and responsibilities listed in the AR145-2 and AR145-3.

**Terms of Employment:**

Eleven month year. Salary and work year to be established by the Board.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and current US Army Directives.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Must be a retired member of the United States Army in the grade of E-7 through W-5 and meet Certification Requirements contained in Army Regulation 145-2. Warrant Officers in the grade of W-1 through W-5 who meet certification requirements may also be hired to perform Senior Army Instructor duties provided they possess a minimum of a Bachelor's Degree. Individual must have actual work experience in a logistical Military Occupation Specialty (MOS) producing position.

**KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS****PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and

assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

**ATTENDANCE:**

A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date