

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

Job Title: Property Control Officer

Department: Business Affairs

**Grade H
H.P.D 8
D.P.Y. 260**

Job Description

Date Reviewed: October 2008

Reports To: Chief Financial Officer

Purpose of Job:

The purpose of this job is to establish and maintain an inventory of fixed assets. Duties and responsibilities include performing data processing and inventory control. Reports to Chief Financial Officer.

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.

Works with the schools, facilities administrators, the safety officer, the 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.

Classifies, barcodes and inputs inventory data into the inventory management system either through the use of a hand held, barcode scanner/reader or a laptop computer for uploading to a desktop system.

Responsible for the tracking of all accountable property. Compiles and manages a database of all accountable property and sensitive equipment as defined by administrative policy.

Schedules and performs routine on-site comprehensive inventories of facilities on a cycle not to exceed two years. 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.

Additional Job Functions:

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

High School Diploma (or GED) required, with three years of inventory control and general office experience is desirable; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess functional knowledge of word processing, spreadsheet and report generating software.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and inventory control practices as they pertain to the performance of the duties relating to the job of Property Control Officer. Has general knowledge of general office, inventory control and warehouse practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles and method utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty-five pounds of force frequently. Physical demand requirements are at levels of those for Medium work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar 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 co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Property Control Officer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Property Control Officer.

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

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Property Control Officer.

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).

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