



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Technology Inventory Analyst
Payroll/Personnel Type:	12 Month
Job #:	8979
Reports to:	Director of Technology
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$65,000

Position Summary:

A Technology Inventory Analyst is responsible for managing and maintaining an organization's technology assets. This role involves tracking laptops, iPads, and other device inventory, optimizing the use of technology resources within the organization, conducting monthly audits, coordinating repairs or replacements for damaged or lost devices, and generating reports on inventory status, usage patterns, and asset depreciation.

Responsibilities:

1. Inventory Management:
 - Develop detailed strategic plans for overseeing inventory management processes.
 - Maintain comprehensive inventories of all technology equipment, including computers, tablets, and other related resources.
 - Regularly update inventory records to reflect changes in equipment status, such as additions, transfers, or disposals.
 - Coordinate with school Technology Inventory Contact to ensure accurate tracking of technology assets.
2. Auditing and Reporting
 - Conduct regular audits of technology equipment and resources to verify inventory accuracy and identify any discrepancies or shortages.
 - Generate reports summarizing audit findings and recommendations for inventory management improvements.
 - Collaborate with relevant stakeholders to address discrepancies and implement corrective actions
3. Replacement management
 - Manage the process of replacing damaged, defective, or lost technology devices.
 - Coordinate repairs with vendors or service providers and track repair progress to ensure timely resolution.
 - Work with procurement teams to procure replacement devices and update inventory records accordingly.
4. Training and Support
 - Assist in the training of school staff members, including teachers and administrators, on technology inventory procedures and best practices.
 - Provide ongoing support and guidance to school personnel regarding inventory management tasks and technology-related inquiries.



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- Collaborate with technology integration coordinators to ensure alignment between inventory management processes and technology integration initiatives.
- 5. Compliance and Security
 - Ensure compliance with relevant policies, procedures, and regulations governing technology inventory management.
 - Implement security measures to safeguard technology assets against theft, loss, or unauthorized access.
 - Maintain confidentiality of sensitive inventory information and adhere to data protection guidelines.

Knowledge, Skills, and Abilities

- Familiarity with software and systems used for tracking and managing inventory.
- Understanding of hardware, software, and network components.
- Knowledge of database software and ability to manage and analyze large datasets.
- Awareness of relevant regulations and standards related to technology inventory.
- Ability to analyze data, identify trends, and make informed decisions.
- Ability to troubleshoot issues related to inventory discrepancies and system errors.
- Effective verbal and written communication to interact with team members, vendors, and stakeholders.
- Ability to manage inventory-related projects, including implementation of new systems or processes.
- Experience in inventory management, particularly in a technology-focused environment.

Education

- Relevant certifications such as Certified in Production and Inventory Management (CPIM) or Certified Supply Chain Professional (CSCP) may be advantageous.
- **Bachelor's Degree:** Typically, a degree in Information Technology, Business Administration, Supply Chain Management, or a related field is preferred.

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.
- Must be physically able to operate a variety of equipment including computers, copiers, etc.

Working Conditions and Environment:

- Routine office environment with minimal physical risk.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.