



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

Position Title:	Inventory Property Technician
Payroll/Personnel Type:	12-Month (Non-Exempt)
Reports to:	Executive Director Federal Grants Management

Position Summary:

This is specialized work in verifying and taking inventory and maintaining central office inventory records of equipment and stock charged to the Board of Education. The Property Inventory Technician is responsible for planning and participating in the field audits in schools and other facilities to verify the physical presence of assigned equipment, and maintenance of central office inventory records and of all equipment which become the property of the Board of Education. Work involves the recording of each item in its proper category, and also placing an identifying decal or marking on each piece of equipment as to identify it as Board of Education property. The Property Inventory Technician is responsible for controlling and maintenance of central office inventory records to coincide with procedures, and explaining program requirements and objectives. Work is performed under the supervision of a supervisor and is reviewed through conferences, analysis of audit reports, and observation of results achieved.

Essential Functions:

- Participates in the maintenance of central office records, listing the location, decal number, serial number, model, description and cost of property and equipment.
- Responsible for affixing the appropriate Board of Education decal on each piece of equipment so as to identify it as Federal or General Fund Board of Education property.
- Analyzes annual automated inventory reports, certified by the principal or appropriate administrator, pursuant to Board Regulations.
- Discusses with the administrators discrepancies found and suggests methods and procedures to be followed in adjusting inventories or in preparing reports for inventory updates.
- Plans and participates in the taking of regular and special, approved physical inventories.
- Troubleshoot quantity discrepancies with vendor and inspection personnel.
- Prepares monthly reports for cycle count and periodic reports to supervisor and discusses unusual inventory or equipment verification problems.
- Record and monitor all items and maintain accurate records of district property received and disposition
- Coordinate with AP/Property Control Clerks to enter equipment received into computer database.
- Performs other duties as assigned.

Experience:

Minimum Requirements:

- Knowledge of the methods and techniques used in taking physical inventories, and preparing and maintaining inventory and property control records.
- Minimum of 2-3 years inventory control experience.
- Must be detail-oriented and *pay close attention to accuracy*.
- Knowledge of the trade names or title terminology of a variety of categories and equipment items used in a school system; ability to identify such categories and equipment.
- Knowledge of record keeping principles and practices.
- Ability to interpret and utilize automated reports; familiar with latest technological software.
- Ability to establish and maintain effective work relationships with instructional staff and school administrative personnel.



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

- Ability to explain property control procedures to administrative and instructional personnel.
- Ability to analyze information gathered in order to identify potential problems or discrepancies.
- Ability to prepare clear, concise and accurate inventory reports.
- Ability to follow oral and written instructions.
- Excellent written and verbal communication skills.
- Excellent computer skills including the use of Microsoft Word, Excel and PowerPoint are required.
- Experience with educational equipment and stock and in work involving public contact.

Education:

High School diploma or GED required.

Physical Requirements:

- Ability to occasionally reach below knees, waist to knee, waist to chest, chest to shoulder and above shoulder.
- Regularly required to sit, stand, bend and lift up to 30 pounds.
- Ability to occasionally pull, lift, carry and push 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- The demands of an extended workday require a high level of physical endurance.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment.
- Very limited or no exposure to physical risk.

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.