



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

---

<b>Position Title:</b>	Inventory Project Technician
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	415
<b>Reports to:</b>	Fiscal Control Director
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**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 Inventory Project 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 asset tag or marking on each piece of equipment as to identify it as Board of Education property. The Inventory Project 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, asset tag number, serial number, model, description and cost of property and equipment
- Responsible for affixing the appropriate Board of Education asset tag on each piece of equipment so as to identify its funding as general, Federal or grants
- Analyzes annual automated inventory reports, certified by the principal or appropriate administrator, pursuant to Board Regulations
- Discusses with the administrator's 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 Accounts Payable Clerks to receive invoices to enter information for equipment received into BusinessPlus
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of the methods and techniques used in taking physical inventories, and preparing and maintaining inventory and property control records
- 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



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

---

- Knowledge of record keeping principles and practices

**Experience:**

- Minimum of 2-3 years inventory control experience
- Must be detail-oriented and pay close attention to accuracy
- 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
- 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:**

- Bachelor's Degree (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- 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
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

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

**Review/Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date



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

---

---

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.***