PROPERTY CONTROL SPECIALIST
JOB DESCRIPTION

DIVISION: Finance	**GRADE:** White Collar – Level V
DEPARTMENT: Purchasing and Warehousing	**WORK DAYS:** 248
REPORTS TO: Director of Purchasing and Warehousing	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

Responsible for maintaining accurate recordkeeping for all district-owned real and tangible personal property.

MINIMUM REQUIREMENTS

- High School diploma
- Valid Florida Driver's License
- Available transportation

CERTIFICATION: No

WORK EXPERIENCE:

- Three (3) years of experience in a large organization with duties involving accounting and/or inventory maintenance and control
- Experience in maintaining property records and/or purchasing experience

PREFERRED QUALIFICATIONS

- Knowledge of state statutes for the maintenance of property records
- Knowledge of computers and appropriate ERP software programs
- Knowledge of word processing and spreadsheet applications
- Ability to communicate orally and in writing
- Ability to plan, organize and establish priorities related to assignment
- Ability to work independently and make decisions with minimum supervision

SUPERVISES

N/A

ESSENTIAL DUTIES

- Track, locate and tag all unmarked property district wide in accordance with Martin County School District policy
- Reconcile additions of newly acquired property and reviews payments made by purchasing card and purchase order
- Maintain a complete and accurate database of property including asset location
- Assign, distribute and affix asset tags to all Martin County School District property by school, site and/or department
- Facilitate asset Inventory audits
- Facilitate disposal of surplus assets by schools and departments
- Assist Capital Accountant and CFO in reconciling annual additions, disposals and transfers to prepare schedules for annual financial reports and external
- Perform all other duties as assigned

BOARD APPROVED: 1/19/2021

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment.
Physical Demands: Routine physical activity with normal office and school environment.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum mental requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

https://youtu.be/d3W8NVnWryo

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.