

**Hernando County School Board
Florida**

FLSA: Non-Exempt - Union

PROPERTY INVENTORY SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Knowledge of physical inventory best practices, data collection processes, quality control, process standards and technology
- Possess an understanding of compliance requirements for the performance of physical inventories
- Ability to effectively support concurrent schedules for inventory events (e.g. multi-tasking) to ensure excellent customer service
- Experience using online inventory database and barcode scanning equipment
- Excellent effective interpersonal, communication (oral and written), collaboration, organization and time management skills
- Experience in leadership role
- Ability to use sound judgment and follow-through in decision-making
- Possesses strong analytical and problem solving skills
- Ability to perform inventory activities in various environments (e.g. administrative, academic, computing, storage, and athletic areas) and possesses familiarity with health and safety practices related to working in these environments
- Proficient in the use of Microsoft Office, with particular emphasis on Excel
- Must possess a valid Florida driver's license

Desired Qualifications:

- Experience with using SchoolDude systems

Performance Responsibilities:

- Perform physical inventory of property (primarily equipment) with direction from the Manager of Warehouse and Property Control
- Ensure timely and accurate completion of inventories for assigned areas
- Interact with colleagues in the Property and Warehousing Department, District administrators, department managers, and other appropriate district staff in the resolution of inventory related issues routinely
- Research transactions, recommend resolution options and proactively inform management of issues, trends or other concerns
- Assist in coordinating logistics and scheduling inventories to ensure effective performance, documentation and reporting of physical inventories
- Function as an inventory team liaison regarding application functionality, use and troubleshooting

- Schedule and perform data transfers to and from scanners; review transactions for data accuracy
- Generate status reports; review results and identify performance trends
- Serve as point of contact for the department in equipment maintenance, ensuring maintenance is performed as needed
- Disseminate documents as needed to support business operations
- Participate in process change implementation (e.g. testing new inventory processes, hardware, and/or software upgrades)
- Maintain paperwork and record keeping associated with physical inventory processes
- Serve as informational resource to campus personnel regarding inventory processes
- Participate in cross-functional teams within the Facilities Operations Department for process improvement and cross-training
- Assist with development of training materials for campus community as needed
- Perform other duties as assigned by the Director of Facilities and Support Operations Division and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects.

Reports to:

Reports directly to the Director of Facilities and Support Operations Division and/or designee

Evaluation:

Annual evaluation done by the Director of Facilities and Support Operations Division and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level N

Job Code:

77625

Board Approved: 06/10/14

Revised: 7/6/2015