

**San Jose/Evergreen Community College District
Classified Job Description**

Position: Asset and Inventory Technician

Department: Fiscal Services

Location: District Office

Date: May 13, 2014

POSITION PURPOSE

Under the direction of the Assistant Director of Fiscal Services, this individual receives, inspects and labels capital equipment, and maintains complete and accurate inventory records on the acquisition, status and disposition of all Districtwide assets. The incumbent performs technical and administrative duties in support of purchasing/material management functions, such as contracts/records management, inventory control and analysis.

NATURE and SCOPE

The Asset and Inventory Technician requires working knowledge of warehouse logistics, inventory control and general ledger accounting. Incumbent will be working closely with District Office staff in Purchasing, Accounting, Warehouse, and other campus departments to constantly plan and coordinate inventory and asset control and analysis. Incumbent has contact with district staff/internal customers through oral and written communication, and be assertive in communication of obtaining information to perform the functions assigned.

KEY DUTIES and RESPONSIBILITIES

1. Assist with receiving and inspecting all capital equipment delivered to District Warehouse and campus departments. Document receipt of goods into an automated purchasing and asset management systems.
2. Inspect shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identify and reports shortages, damages and other discrepancies.
3. Assign, inscribe and affix identification markings on all Districtwide capital assets.
4. Update the asset management system for acquisitions, transfer and dispositions of all Districtwide capital assets.
5. Assist with classifying new capital assets and analyzing movement of new and existing capital assets.
6. Maintain capital asset inventory records and files in accordance with Districtwide policies and procedures, and prepares capital asset reports.
7. Plan, coordinate and conduct periodic physical inventories audits of warehoused items and capital assets Districtwide; update records and prepare draft and final reports of inventory.
8. Use scanning devices, bar code technology and spreadsheets to record physical inventory items for audits and upload into asset management system.
9. Prepare purchase orders for a variety of administrative services, supplies and equipment including service contracts. Maintain records of transactions and use of equipment and services.

10. Encumber requisitions by accessing information from and into an automated purchasing and financial system. Send information to Accounting for payment.
11. Coordinate the transfer, sale or disposal of unused, depreciated, damaged or surplus inventory and capital assets.
12. Working with Accounting, reconcile general ledger to asset management system to assure accuracy of capital asset records and inventory control to the general ledger.
13. Operate warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
14. Perform other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS

Knowledge:

1. Well-developed oral and written communication skills;
2. Report writing, record keeping and organizational skills;
3. District organization, operations, policies and objectives;
4. Math skills to perform counts and analyze trends;
5. Procedures used in contracting for professional services, construction and the purchase of supplies and equipment.
6. Inventory and asset management, including economic reorder points, and accounting
7. Excel, Word, Outlook, internet, asset management database and ERP;
8. Capital asset inventory methods, maintenance, procedures, practices and terminology used in Purchasing and Accounting;
9. Modern office practices, procedures and equipment.

Skills and Abilities:

1. Prioritize and multitask with excellent organization skills;
2. Perform accurate mathematical calculations rapidly on 10 key, and navigate financial and asset management databases;
3. Work cooperatively with District and College staff and outside vendors using written and oral communication effectively;
4. Plan, prioritize and perform work in order to meet, monthly, quarterly and annual schedules and timelines;
5. Prepare accurate financial and statistical reports and maintain records with speed and accuracy;
6. Work independently and with sound judgment within procedural guidelines;
7. Carry out both oral and written instructions.

8. Quickly identify problems and situations, and take appropriate action to resolve the underlying cause;
9. Assure compliance with applicable District policies, procedures and governmental regulations;
10. Reconcile, balance and audit records and accounts;

Education and Experience:

1. Education equivalent to a high school diploma plus one year of college level course work in a related area.
2. Three years of progressively responsible experience performing inventory control, analysis, inventory accounting and identification.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Desirable Qualifications:

1. An Associate Degree from an accredited college with major course work in related field.
2. Forklift operator certificate.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate valid California driver's license.

WORKING CONDITIONS

Environment:

1. Office and warehouse environment

Physical demands:

1. Primary functions require sufficient physical ability and mobility to work in an office/warehouse setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight of 10 – 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to communicate both verbally and in writing to exchange information.

Date Approved: 5/13/14

Date Drafted: 4/24/14

Salary Range: Range 85

EEO-Category: 2B3 – Technical/Paraprofessional