



INDEPENDENT SCHOOL DISTRICT 196

Rosemount, Minnesota

Educating our students to reach their full potential

Title: Inventory and Asset Management Specialist

Reports To: Purchasing/Receiving/Energy Efficiency Supervisor

Qualifications:

1. High School diploma or equivalent.
2. Minimum 2 years of related experience
3. Technical training or proven knowledge of inventory and database software
4. Knowledge of asset management practices and procedures preferred
5. Knowledge of asset life cycle management preferred
6. Strong analytical skills
7. Strong written and verbal communication skills
8. Strong interpersonal/human relations skills
9. Must have ability to identify and resolve issues independently and collaboratively
10. Valid driver's license and mode of transportation
11. Ability to regularly lift and move objects 10 – 50 pounds

Major Responsibilities

1. Maintain fixed and controlled asset inventory as required by state, federal, and/or district policies and procedures
2. Under direction of Purchasing/Receiving Energy Efficiency supervisor, establish, maintain, and enforce asset management procedures and standards
3. Create and maintain asset management procedure manual
4. Process additions, deletions, transfers, retirements, sold items, and unaccounted for items for the purpose of maintaining a computerized inventory of all fixed and controlled assets required by state, federal, and/or district policies and procedures
5. Coordinate receiving, processing and distribution of all technology capital and controlled assets.
6. Process, manage and track technology items sent for repair
7. Design and prepare technical documents for the purpose of providing written support and/or conveying information for training
8. Assist in support/training of district personnel in use of computerized inventory/asset system
9. Assist district personnel in their accounting of fixed and controlled assets by means of scheduled inventories and physical audits
10. Assist in detection and resolution of problems pertaining to accountability of fixed and controlled assets
11. Coordinate with district finance department for year-end processing and reporting of fixed assets in accordance with Government Accounting Standards
12. Assist with in-district transfer and repurposing of all district surplus items
13. Under direction of Purchasing/Receiving/Energy Efficiency Supervisor, perform disposal processes to remove district assets from service according to district policies and procedures.
14. Assist other central receiving personnel as may be required for the purpose of supporting them in the completion of their work activities.
15. Other duties as assigned by the Purchasing/Receiving/Energy Efficiency Supervisor