



TITLE:	Inventory and Procurement Manager	STATUS:	Exempt
REPORTS TO:	Director of Technology	TERMS:	223 Days
DEPARTMENT:	Technology	PAY GRADE:	AP2, Non-Chapter 21 Contract

PRIMARY PURPOSE:

Maintain Technology purchasing standards, make purchasing recommendations, and provide quotes as necessary. Manage the record keeping of all district properties and inventories. Performs audits when necessary.

QUALIFICATIONS:

Education/Certification:

Bachelor’s degree or equivalent work experience

Special Knowledge/Skills:

- Experience with inventory systems, barcoding, and auditing
- Must be able to pursue certification in a professional organization, such as the Texas Association of School Business Officials (TASBO)
- Ability to write reports, educational correspondence, and procedure manuals
- Excellent judgment, decision making skills, and the ability to work under continual deadline pressure
- Proven ability to drive large scale projects with high collaboration and leadership across multiple departments and campus
- Demonstrated leadership skills. Must be able to work with district administrators and other personnel on a daily basis
- Effective organizational communication and interpersonal skills
- Demonstrated organizational skills
- Ability to remain current on new and emerging technologies
- Ability to drive a forklift or able to pursue forklift certification
- Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Supervises:

This position will provide direct supervision to the Repair Techs

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, and use hands for fine manipulation. Frequent walking, standing, climbing (stairs and ladders), stooping, bending, kneeling, reaching, and carrying while lifting up to 50 lbs and 25 lbs overhead is required. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The work environment is mostly a standard office but includes work in a warehouse. The noise level in the work environment is usually low to moderate.



Essential Functions:

1. Responsible for providing quotes, maintaining vendors, and establishing & maintaining district technology equipment standards
 2. Oversees accuracy of the Asset Inventory Report using work orders requesting disposal, turn-in, or transfer of District Property or equipment, to include fixed and controlled items. Reconciles the campus/department Asset Inventory Report against Burglary-Vandalism-Loss Reports and TEAMS asset reports
 3. Coordinates with Special Education, CATE, Federal and other programs to ensure the district is following state/federal policy for inventory/asset management
 4. Performs annual inventory of the district's furniture, equipment to include fixed assets; assists with the delivery of vendor furniture and equipment
 5. Monitors the assignment identification of all fixed assets items received by the district
 6. Oversees the deletions and additions of all fixed assets to the inventory as received, removed, or transferred
 7. Compiles reports and summaries for the Director of Technology and/or Director for Purchasing
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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date