POSITION DESCRIPTION

TITLE: Fixed Asset Inventory Specialist
LOCATION: Central Receiving and Distribution
REPORTS TO: Manager, Central Receiving and Distribution
DEPARTMENT: Central Receiving and Distribution

SUMMARY STATEMENT:
Under the supervision of the Manager for Central Receiving and Distribution, the Fixed Asset Inventory Specialist’s primary responsibility is to maintain a comprehensive record keeping system, including all processes and procedures, for capital and theft sensitive assets.

ESSENTIAL FUNCTIONS:
1. Manage physical inventory process for all district assets.
2. Establish and maintain an accurate district wide inventory of fixed assets.
3. Maintain accurate inventory of all delivered and stored goods.
4. Assist with inventory database tracking and reconciliation for fixed asset equipment and software (PC, iPad, etc.).
5. Create asset additions, deletions, and move forms.
6. Verify the receipt of district assets, identify theft attractive assets and barcode district assets.
7. Create and generate inventory reports and queries from asset databases as appropriate.
8. Ensure proper safety, security, and environment for all stored goods.
9. Maintain compliance with applicable Board policies and procedures and RCWs.
10. Follow District Capital Asset System procedures.
11. Update related department guidelines and procedures as needed.
12. Train District staff in the use of the fixed asset procedures.
13. Work with departments and suppliers to coordinate receiving of goods in accordance with established procedures.
14. Load, move, and unload merchandise and/or equipment as necessary.
15. Deliver goods from location to location as need arises.
16. Maintain an up-to-date understanding of the overall operation of the department.
17. Assist with inventory and surplus sale as requested.
18. Assist in filing and data input as required.
19. Communicate effectively with students, staff, and the public in person, by telephone, via E-mail, and in writing.

OTHER RESPONSIBILITIES:
1. Provide back-up support for coworkers as necessary.
2. Direct the work of helpers when assigned.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>66-100%</td>
</tr>
<tr>
<td>Standing (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Bending/Stooping (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Acceptable Attendance (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Lifting/Carrying Up to 75 lbs. and carry for 50 feet (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td>66-100%</td>
</tr>
<tr>
<td>Vision (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Writing (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Reaching (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Speaking (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Pushing/Pulling (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Walking (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Driving (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Required to work outdoors in inclement weather (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Acceptable Attendance (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Reaching (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td></td>
</tr>
</tbody>
</table>
MENTAL DEMANDS REQUIRED:

Reading Documents (66-100%)  Reasoning (66-100%)  Verbal Communication (66-100%)
Problem Solving (33-66%)  Written Communication (33-66%)  Multiple Concurrent Tasks (33-66%)
Math (33-66%)  Customer Contact (33-66%)  Detailed Work (66-100%)
Constant Interruptions (66-100%)  Confidentiality (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), various trucks, forklifts, hand trucks, pallet jacks, manually operated tools and equipment, communication equipment (radios and telephones), bar coding equipment, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Minimum two years related experience with inventory work.
2. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
3. Demonstrated ability to work independently with minimal supervision.
4. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
5. Demonstrated ability to handle multiple priorities at one time.
6. Demonstrated organizational skills and commitment to follow through.
7. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
8. Demonstrated organizational skills and a commitment to follow through.
9. Demonstrated ability to communicate effectively with students, staff, and the general public.
10. Demonstrated computation and math skills.
11. Knowledge of or willingness to learn computer skills.
12. Demonstrated ability to follow both written and oral instructions.
13. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
14. Demonstrated ability to establish and maintain records.
15. Demonstrated ability to perform safety inspections and maintain equipment.
16. Must possess sufficient strength to load, move, and unload merchandise and/or equipment weighing up to 75 lbs., utilizing manual and/or mechanized equipment as necessary.
17. Demonstrated ability to delegate tasks when required.
18. Must be able to drive from location to location to accomplish tasks.
19. Must possess a valid driver's license and provide a current driving abstract.
20. Must be able to work independently.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
</table>
| Cale Piland  
13501 NE 28th Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-4431 | Holly Long  
13501 NE 28th Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-6711 | Tracy Thompson  
Director Human Resources  
13501 NE 28th Street  
P.O. Box 8910  
Vancouver, WA 98668-8910  
Telephone: (360) 604-4010 |
260 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

New ☒
Revised Date: 4/26/2019
Classification: Professional Technicians (PSE)
Class: Class X
Display on Web? Yes

Fixed Asset Inventory Specialist