

## **CAPITAL ASSET INVENTORY TECHNICIAN**

### **BASIC FUNCTION**

Receives, inspects, and labels all capital equipment; maintains complete and accurate inventory records on the acquisition, status, and disposition of all District capital assets; and assists with the sale and disposition of surplus property.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of the District's capital asset program. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Assists with receiving and inspecting all capital equipment delivered to campus warehouse and departments for inventory purposes; ensures that all items and materials are stored in an orderly fashion.
2. Reviews received equipment and supporting documentation; assigns, inscribes, and affixes identification markings on all capital equipment; assists with classifying new capital assets.
3. Manages an inventory database system and performs software updates, customizations, configurations, backups, and access control; utilizes an inventory control database system to input, track, and query capital asset items received and distributed; updates the inventory control database for acquisitions, transfers, and dispositions of all District capital assets; generates periodic reports.
4. Maintains capital asset inventory records and files in accordance with District policies and procedures and prepares capital asset reports.
5. Schedules and performs capital asset cyclical physical inventories.
6. Assists with the sale and disposition of surplus property.
7. Assists with verifying and identifying stolen and recovered District capital assets.
8. Assists in the year end audit process by providing capital asset supporting documentation and schedules.
9. Participates in District-provided in-service training programs.
10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Purpose and operations of an asset management program.
2. Capital asset inventory methods and techniques.
3. Terminology used in purchasing and accounting.
4. Business and administrative practices.

5. Methods and techniques of categorizing assets.
6. Methods and techniques of evaluating inventory levels.
7. Operational characteristics of asset control databases.
8. Record keeping principles and practices.
9. Mathematical principles.

**Ability to:**

1. Receive, categorize, document, and label capital assets and equipment.
2. Conduct periodic inventories.
3. Maintain capital assets information in an inventory control database.
4. Prepare and maintain records and files.
5. Assist in the identification and disposition of surplus property.
6. Independently organize work, meet critical deadlines, and follow up on assignments.
7. Exercise independent judgment within general policy and procedural guidelines.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and one (1) year of capital asset inventory program technical support; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals

in interpreting and enforcing departmental policies and procedures.

When in a warehouse environment, employees are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, non-controlled temperature conditions, and moving objects or other vehicles.