

**Killeen Independent School District  
Job Description**

**Job Title:** Asset Inventory Control Lead  
**Department:** Property Management Services  
**Reports To:** Supervisor, Property Management  
**FLSA Status:** Non-exempt

**SUMMARY:** Ensures all District assets, controlled and capitalized, as well as other property and equipment is properly accounted for in the District Financial Management program. Maintains and updates KISD's Asset Inventory Report. Performs asset inventories for all campuses and other KISD activities on a daily basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Asset Inventory Accountability. Verifies 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.

Coordinates with the Property Book Custodian and Warehouse Lead Worker to reconcile the Asset Inventory Report and account for all property and/or equipment. Works directly with the Property Book Custodian as part of the Inventory Team in processing Purchase Orders, Warehouse Receiving Tickets, receipts, invoices, and other financial support documentation used to purchase District equipment. Ensures all financial support documentation is processed and entered into the District Financial Management Program.

Coordinates directly with campus and department leaders to schedule Asset Inventory Updates, assistance visits, and the Annual District-wide Comprehensive Inventory. Reconciles all inventory reports with campus/department leaders.

Coordinates administrative details and conducts annual property inventories of campus and other KISD activities as directed by the Property Management Coordinator.

Operates bar code scanner, printer, and reader. Prints and applies bar code labels as required in pre-determined location.

Uses established procedures for filing and accounting for all support documents.

Uses desktop and laptop computer to access records and documents when required for modification or information. Proficient in the use of MicroSoft Word, Excel, and other similar computer programs.

Performs location surveys, records verification, audits, and inventories.

Performs such other tasks as may be assigned by the Supervisor for Property Management or the Coordinator for Property Management Services.

### **SUPERVISORY RESPONSIBILITIES**

May supervise temporary employees as required. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School diploma or General Education Degree (GED). A minimum of 5 years of asset inventory experience required.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, regulatory requirements and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees and demonstrate a high level of customer service in all situations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to carry out detailed written or oral instructions. Ability to deal with problems involving concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess current driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching with hands and arms, and use hand to finger, handle, or feel. The employee must be able to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work outside and inside, work around machinery with moving parts, work around moving objects or vehicles, and work using ladders. Exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

## **OTHER SKILLS AND ABILITIES**

Ability to operate light truck (less than 26,000 lbs). Use computer, hand tools, dolly, ladder, and pallet jack.

**Reviewed/Revised By:** Bruce Minzenmayer, Auxiliary Personnel Coordinator

**Reviewed/Revised Date:** March 27, 2015

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.