

## **Killeen Independent School District Job Description**

**Job Title:** JROTC Supply Technician  
**Reports To:** High School Principal  
**FLSA Status:** Non-exempt

### **SUMMARY**

Performs duties related to budgeting, requisitioning, and accounting for U. S. Government property issued for use in the JROTC program, and for high school textbooks and inventory issued by the State and District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Requisitions, receives, stocks, issues, and accounts for JROTC property and State/District textbooks and inventory issued to the campus

Conforms to Army, State, and District regulations relating to the distribution and accounting for JROTC property, State/District textbooks, capital inventory, and teachers' resource materials.

Maintains an up-to-date military publications and audio-visual library for JROTC.

Transports textbooks and JROTC materiel within the School District. Transports JROTC materiel to and from Fort Hood.

Coordinates with school officials for assistance in recovering textbooks and JROTC property from students who leave school.

Establishes and maintains property books and document registers as required for JROTC property.

Establishes and maintains records and accountability documents on all textbooks, capital inventory, and related resources.

Receives, accounts, and issues all school property to responsible persons.

Coordinates with Property Management to repair all audio/visual equipment issued to the school.

Coordinates with Property Management for delivery/pickup of District materiel.

Prepares and administers the annual budget for property in the JROTC program.

Communicates effectively, both orally and in writing, with other staff and community.

Performs such other tasks as may be assigned by the High School Principal or the senior Army JROTC Instructor.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High School diploma or GED required. Must possess a minimum of five years experience in the military supply system, one year experience in on-line computer requisitioning, and two years experience in budgeting and funding accounts.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current valid class C 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Prepared By:** Frank Crayton, Director for Auxiliary Human Resources

**Prepared Date:** April 2016

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.