

**Killeen Independent School District  
Job Description**

**Job Title:** Technology Inventory Control  
**Department:** Property Management Services  
**Reports to:** Supervisor, Property Management  
**FLSA Status:** Non-exempt, 226 days

**SUMMARY:**

Inventories and maintains accountability for District technology-related equipment, to include controlled items as well as fixed assets. Inventories campus and department facilities to analyze and report the viability of installed technology-related hardware and equipment. Maintains a current database listing of district assigned technology-related hardware to include operating systems and desktop applications.

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

Serves as the liaison between the Technology Department and Property Management in resolving questions regarding the viability of installed technology hardware configurations and equipment.

Coordinates with the District Technology department in accounting for and determining cyclic replacement rates of computers and other hardware configurations.

Coordinates directly with Campus Instructional Technologist or Campus Instructional Specialist to inventory hardware configurations (including printers) necessary to support all district campuses and central organizations.

Coordinates directly with assigned campus or department staff in conducting viability surveys of assigned technology hardware, PC/Mac platforms, desktop applications, and operating systems.

Verifies accuracy of the Asset Inventory Report using work orders requesting disposal, turn-in, or transfer of technology hardware, controlled items, and fixed assets.

Reconciles the campus/department Asset Inventory Report against Burglary-Vandalism-Loss Reports and Region 10 UltraQuest reports.

Coordinates with designated Property Management personnel to reconcile the Asset Inventory Report and account for all property & equipment.

Coordinates with campus and department leadership to schedule the annual district-wide Comprehensive Asset Inventory as well as periodic inventory update requirements.

Coordinates administrative details and conducts annual property inventories of campuses and departments as directed by the Coordinator for Property Management.

Operates bar code scanner, printer, and reader. Prints and applies bar code labels as required.

Uses desktop, laptop, software programs, and/or other operating systems and platforms to access records and documents as required.

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 occasionally supervise 1 or more employees as required.

### **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 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**

Bachelor's degree in Computer Science or related field preferred; or an Associate's degree in Computer Science or related field and a minimum of 2 years of asset inventory experience required.

### **LANGUAGE SKILLS**

Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

### **MATHEMATICAL SKILLS**

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

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current valid driver's license in order to drive a District vehicle.

## **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 regularly required to stand, talk, or hear. The employee is frequently required to walk; use hand to finger, handle or feel and reach with hands and arms. The employee must occasionally lift/move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

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

Frequent district-wide travel to multiple campuses and departments assigned.

**Prepared By:** Frank Crayton, Coordinator for Auxiliary Personnel

**Prepared Date:** November 6, 2008

**Revised By:**

**Revised Date:**

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.