



## Job Description

<b>Job Title:</b>	Facilities Asset Specialist	<b>Grade:</b>	J
<b>Department:</b>	Facilities Services	<b>FLSA:</b>	Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Coordinates the operations of the college's inventory control processes, actively participates in the labeling, physical tracking, required record keeping and reporting, and financial accountability for proper disposal of all college fixed assets. Makes arrangements for furniture installation for routine furniture replacements. Makes decisions and is responsible for all aspects of the moves to implement these assignments. Coordinates the moves of College personnel's furniture and other items. Serves as the point of contact for moving contractors and manages contractor staff during moves.

### **Characteristic Duties and Responsibilities:**

1. Coordinates activities within inventory control unit to ensure smooth flow of processes: manage priorities while maintaining NCCCS compliance and CPCC policies and procedures. Also responsible for assisting manager in internal policies and procedures.
2. Supervises inventory personnel who compile records of amount, kind, and value of merchandise, material, or stock on hand while ensuring deadlines are met.'
3. Verifies employee computations against physical count inventory and adjusts errors in computation or count, or investigates and reports reasons for discrepancies.
4. Coordinates activities of staff by establishing schedules and assigning tasks, monitoring performance, and consults with management regarding disciplinary actions.
5. Communicates with faculty and staff, NCCCS personnel and the general public in regard to sale of college assets.
6. Generates reports of college fixed assets upon request of management and NCCCS.
7. Coordinates moves of College personnel's furniture and other items. Arranges schedules of movers/vendors while serving as the Facilities point of contact for moving vendors.
8. Coordinates with Facilities staff during furniture/equipment installations associated with moves to renovated or existing space.
9. Performs other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to the Director, Facilities contract and Support Services

**Direction Given:** Direct supervision and evaluation of work as a first-line supervisor and moving contractors

### **Minimum Requirements:**

Requires a basic knowledge of purchasing, accounting, record keeping. Excellent computer skills with strong MS Excel knowledge. Minimum two years' work experience related to inventory control or record keeping of fixed assets. Experience working in a warehouse/facilities environment preferred.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of college's and NCCCS guidelines, rules and regulations

Knowledge of purchasing, accounting and record keeping

Excellent oral and written communication skills

Ability to work in a collaborative environment

### **Working Conditions:**

Typical office environment