



Job Title: Inventory Control Administrative Specialist -PT Rate

Schedule

Department: Facilities Services

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:

Performs a variety of complex administrative and technical tasks which may include, but are not limited to, responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering information into computer system, labeling and tracking of college fixed assets, and supporting the daily operations of the department.

Characteristic Duties and Responsibilities:

- 1. Collects inventory related research data, coordinates preparation of the data, reviews for accuracy, and makes any necessary edits.
- 2. Enters prepared inventory data and corrections into the college computer system (Datatel).
- 3. Reviews data after entered into college computer system (Datatel) and makes any necessary adjustments and corrections.
- 4. Organizes and prepares inventory reports as well as collecting and summarizing data for end-users and answers data-related inquiries.
- 5. Helps to ensure that new, donated, and surplus equipment is properly processed and recorded by assigning new inventory number tags, replacing worn or lost tags, and maintaining logs and records in according to all local, state and federal regulations.
- 6. Assists in the annual inventory process of all college-owned equipment by documenting (scanning) existing fixed assets on all campuses.
- 7. Assists in the sale or disposal of college fixed assets.
- 8. Responds to any inquiries that the external constituencies might have regarding any inventory reports, policies, and procedures as well as assisting the appropriate authorities during audits and inspections.
- 9. Performs other departmental duties as assigned.





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Reporting Relationships:

Direction Received: Reports to the Facilities Asset Specialist

Direction Given: No responsibility for the supervision of others, project direction, or program

administration.

Minimum Requirements:

Requires knowledge of purchasing, accounting, record keeping, spreadsheet preparation, and Datatel functionality normally acquired through a high school diploma or GED and at least six months of office experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of college and state guidelines, rules and regulations

Knowledge of purchasing, accounting and record keeping basic principles

Knowledge of computer and office software applications, including strong Microsoft Excel skills and Datatel experience preferred

Ability to analyze problems and identify solutions

Excellent oral and written communications

Working Conditions:

Typical office environment