



EMPLOYEE NAME: _____

Revised: 1/95; 1/98; 8/01; 6/03; 5/04; 9/04; 3/10; 3/12; 10/12;
3/13; 4/13; 7/14; 12/15; 6/18; 5/19; 9/20

JOB DESCRIPTION

POSITION TITLE: Supervisor, Property Control	JOB CODE: 466D
DIVISION: Financial Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Financial Systems & Capital Assets	WORKDAYS: 238
REPORTS TO: Assistant Director of Capital Assets	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises the Property Control Department staff; ensures property inventories at schools and central office departments are accomplished. Supervises monthly and annual reconciliations between the Munis Capital Assets and General Ledger modules.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor degree requirement cannot be used to meet the work requirement
2.	Certification/License Required: None; Certified Inventory Manager (CIM) preferred
3.	Experience: 3 years responsible work experience with inventory related duties; 1 year supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, supervision, organization, ability to work independently, knowledge of software application

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises the Property Control operations and staff; completes staff annual evaluations.
3.	Supervises the training of the Property Control staff on Munis Capital Assets module and inventory scanning procedures; supervises the Munis Capital Assets Procedural Documentation and Property Control Users Guide updates with appropriate procedures.
4.	Coordinates schedules to accomplish annual property inventories at schools and central office.
5.	Issues management reports to principals and department heads communicating the results of property inventories; meets with principals and department heads as needed to improve the inventory process and results.
6.	Ensures new equipment is properly tagged and accounted for in the Munis Capital Assets module. Monitors the receipt of surplus equipment in the warehouse to ensure surplus inventories are performed timely. Researches property losses and overages from inventories to ensure proper corrections are made to the Munis Capital Assets module; communicates changes to administrative personnel.
7.	Prepares and distributes Property Control reports; interprets property control procedures, Board Administrative Rules, and Property Control Users Guide.
8.	Responsible for monthly and annual reconciliations between the Munis Capital Assets and General Ledger modules; researches non-reconciling items with other departments in district; obtains supporting documentation for reconciliation packets for auditing purposes.
9.	Maintains a filing system of all Property Control documents, including but not limited to, purchase orders, vendor invoices, donation forms, and other information; works with outside vendors to track equipment deliveries and installations.
10.	Prepares and submits an annual Property Control report to the Chief Financial Officer.

11.	Assists the Director of Financial Systems and the Assistant Director of Capital Assets with financial related duties.
12.	Maintains a high level of confidentiality regarding all Financial Systems & Capital Asset matters.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____