

ACCOUNTABLE INVENTORY TECHNICIAN

Definition

Executes scheduled inventory cycle counts, site visits, and inventory spot checks to determine the status of accountable equipment. Trains staff in the use of related programs and databases and in the maintenance of their respective equipment inventories. Oversees the surplus property auction; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Executes scheduled inventory cycle counts, site visits, and inventory spot checks to determine the status of accountable equipment. Locates inventory items, investigates and reconciles discrepancies as needed; ensures proper documentation has been prepared and filed and makes appropriate adjustments; analyzes, reconciles, and reports results; monitors procedural adherence and annual cycle counts for each accountable equipment sub account; trains staff in the use of related programs and databases and in the maintenance of their respective equipment inventories; ensures scheduled physical inventories are conducted by the respective property managers; analyzes spot check and physical inventory results and adjustments for trends to identify program problems or deficiencies in training, makes recommendations for improvement to senior staff; and enforces procedures to audit daily purchases; maintains integrity of data and network file structures through constant review and analysis and administration of improvements; reviews, edits, and approves all new asset records created; and conducts or supervises employee training.

Supervision Received/Given

Receives limited supervision from a coordinator. Supervises, evaluates, instructs, and assists lower-graded full-, part-time, and/or hourly employees, as assigned.

Education/Experience/Skills

Any combination of education and experience equivalent to graduation from high school, plus five years progressively more responsible experience in accountable equipment and consumables inventory and in the use of automated inventory and tracking systems and related databases. Thorough knowledge of methods and practices of inventory controls methods; knowledge of Fairfax County School Board policies relating to inventory and disposal of surplus property; ability to train property management staff; ability to keep records and prepare budget requests and reports; and ability to utilize automated data processing systems and supporting software to manage property inventory and disposal.



Established: April 2007