

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Property Records

QUALIFICATIONS

- Associate's Degree required. Bachelor's Degree in accounting, business, public administration or related field preferred.
- Minimum of three (3) years experience in bookkeeping and/or clerical activity with a minimum of two (2) years involving inventory control or accounting duties. Experience within a governmental agency preferred but not required.
- Valid Florida driver's license.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to analyze, interpret, and use data in decision-making.
- Ability to plan, organize, and prioritize.
- Effective skills in oral and written communications.
- Knowledge of computer applications as related to departmental job functions.
- Knowledge of Florida Law, State Board of Education Rules, and Rules of the School Board pertaining to fixed assets and property inventory.

SUPERVISION

REPORTS TO Director of Finance
SUPERVISES Assigned Personnel

POSITION GOAL

To manage the District's fixed asset ledgers including oversight of the District's property inventory process pursuant to law, Rules of the Auditor General, and Rules of the School Board.

PERFORMANCE RESPONSIBILITIES

1. *Schedule and coordinate annual inventories for all schools and department cost centers. Communicate with Principals, cost center Directors, and Inventory Control designees on questions and concerns regarding their inventories.
2. *Supervise personnel and/or contractors assigned to perform inventories. Approve attendance for assigned staff and invoices for payment from contractors.
3. *Maintain schedule of inventory progress and prepare reports regarding inventory status for management and School Board presentation.
4. *Review completed inventories and send out completion letters to cost centers.
5. *Create individual records for all real and tangible personal property from data supplied by the Finance Department and Cost Centers. Coordinate with Information Services Department on tagging of technology assets.
6. *Supervise and/or perform the entering and periodic updating of all property record data into a computerized storage and retrieval system, including oversight of asset number control spreadsheet.
7. *Prepare and/or review reports regarding unaccounted for items for presentation to the School Board. Identify all items deemed to be surplus for removal from records by the School Board.
8. *Perform finance activity of reconciliation of totals between Finance and Property Records and maintain records for review by the Finance Department and State Auditors. Prepare periodic summaries of fixed asset values for use by the Finance Department in preparation of financial and accounting statements.

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9. *Conduct annual inventories of all tangible personal property owned by the School District and notify the custodian and the Director of Finance regarding all discrepancies. Maintain proper audit records for review and preparations of reports.
10. *Create procedure documents for Property Records and oversee the updating of training documentation for the Asset Management System.
11. *Train new Inventory Control designees as needed.
12. *Develop and request needed enhancements to the computerized property records management system.
13. *Provide input to the Director of Finance regarding department member evaluations.
14. Perform other duties as assigned by the Director of Finance.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials, Drive Small Truck

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Crawling	Moving about on hands and knees or hands and feet.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 50 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 50 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

TERMS OF EMPLOYMENT

PAY GRADE

AO-13-H \$42,283 - \$72,239
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 06
Function 7500
Job Code 1482
Survey Code 77617

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 27, 2015

ADA Information Provided by Ryan Ossowski
Position Description Prepared by Ryan Ossowski