

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005819	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Inventory Control Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 PR 26 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

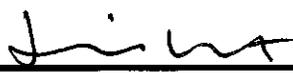
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
85	Inspects, records, distributes, coordinates, controls & maintains equipment & furniture inventory for Department of Administrative Services (DAS) divisions that receive business office services through DAS Office of Finance, Business Management unit: receives, inspects, records & distributes equipment; assigns asset number & tags of all acquired assets; pulls & copies purchase orders, invoices & vouchers from Ohio Administrative Knowledge System (OAKS) & Office of Finance files & analyzes for accuracy; operates personal computer to enter data (e.g., additions, retirements, transfers) into OAKS Asset Management module (OAKS AM); verifies accuracy of information in OAKS AM; performs physical inventories of equipment & furniture for assigned divisions on biennial basis; monitors asset movement & transfers (e.g., may lift, push, pull or move up to 30 lbs.); coordinates salvage disposal of obsolete & worn out assets (e.g., schedules salvage pick-ups, completes surplus Property Turn-In document); prepares & submits data to supervisor on all asset additions, deletions, retirements, & transfers; maintains complete & accurate files of all asset transactions & supporting documentation; manages equipment storage rooms: checks-out shared equipment & follows up on equipment that is not returned as scheduled; serves as asset management point-of-contact & liaison between movers & division staff, as needed, during relocations of offices/units/divisions; assists in preparation & review of quarterly & periodic reconciliation reports using Excel spreadsheets [e.g., reviews OAKS Accounts Payable (AP) to OAKS AM reconciliation files provided by DAS Asset Manager, investigates discrepancies, documents reconciling items & enters necessary asset record corrections into OAKS AM]; completes spreadsheets & necessary schedules to document completion of biennial physical inventory; assists in completion of annual Statewide Cost Allocation Plan (SWCAP) asset & depreciation requirements; assists DAS Asset Manager in preparing annual inventory certification.	Knowledge of (1) bookkeeping; (2) inventory control; (3) electronic data processing as applied to management of computer assets; (4) agency policies & procedures & state regulations on inventory control & salvage & surplus disposal* . Skill in (5) operation of personal computer & associated software (e.g., MS Office Suite, OAKS Asset Management module*); (6) operation of calculator. Ability to (7) understand bookkeeping & inventory control procedures; (8) understand concepts of business practices; (9) read & record figures accurately; (10) add, subtract, multiply & divide whole numbers; (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) code items from one symbolic form to another; (14) gather, collate & classify information about data, people or things; (15) cooperate with co-workers on group projects; (16) demonstrate strength to lift, push, pull or move up to 30 lbs.; (17) operate motor vehicle; (18) obtain & maintain valid Ohio driver's license.

*developed after employment

JOB CODE 64551	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
			4/7/15

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POSITION NUMBER 20005819 JOB CODE TITLE Inventory Control Specialist 1 JOB CODE 64551	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Inventory Control Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 PR 26 Page 2 of 2
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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
10	Serves as key operator for Office of Finance multi-function print devices & printers: monitors & loads paper & consumable supplies into multi-function devices & printers, as needed; monitors consumable supply inventories & orders new supplies to ensure ongoing production; investigates machine malfunctions, clears paper jams, & calls for service or DAS IT Services assistance, as appropriate; reports multi-function device usage volume as required by lease agreements; maintains spreadsheet file of monthly usage/volume reported for all assigned divisions' multi-function devices; investigate monthly/volume anomalies & report discrepancies to supervisor.	Knowledge of 1, 2, 3 Skill in 5 Ability to 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18		
5	Works on special assignments & performs other related miscellaneous duties: attends meetings; participates in training sessions & educational seminars; assists in preparation & updating of Business Office policies & procedures & other written memorandums; sorts incoming Office of Finance mail & copies invoices, as needed.	Knowledge of 1, 2, 3 Skill in 5, 6 Ability to 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18		
		*developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/7/15	

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