100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005819

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Inventory Control Specialist	20005818 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Inventory Control Specialist 1

JOB CODE 64551

HRD 2-3-10 UB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Coordinates, controls and maintains the equipment & furniture inventory for the Human Resources Division (HRD). Receives, inspects, records & distributes equipment throughout HRD; assigns asset numbers & tags all acquired assets; pulls & copies purchase orders, invoices & vouchers from HRD Business Office & analyzes for accuracy; operates personal computer to enter data into the Ohio Administrative Knowledge System Asset Management System (OAKS AMS); verifies accuracy of information in OAKS AMS; performs physical inventories of equipment & furniture for the Division on an annual basis; may lift, push, pull or move up to 30 lbs.; monitors asset movement & transfers; coordinates salvage disposal of obsolete & worn out assets (e.g., schedules salvage pick-ups, completes Surplus Property Turn-In document, etc.); prepares & submits data to supervisor on all asset additions, deletions, retirements & transfers; assists in preparation & review of monthly & quarterly reconciliation reports using Excel spreadsheets (e.g., downloads data from the Fixed Asset Search & Transfer website (FAST), investigates discrepancies, etc.), OAKS AMS database & the Fixed Asset Search Transfer (FAST) website; assists in the completion of the annual State Wide Cost Allocation Plan for asset and depreciation requirements; assists OAKS AMS Inventory Coordinator in preparing the annual inventory certification.	Knowledge of (1) bookkeeping; (2) inventory control; (3) accounting practices & procedures; (5) electronic data processing as applied to management of computer assets. Skill in (6) operation of personal computer & associated software (e.g., MS Office, Fixed Asset Management System*); (7) operation of typewriter & calculator. Ability to (8) understand bookkeeping & inventory control procedures; (9) understand concepts of business practices; (10) read & record figures accurately; (11) add, subtract, multiply & divide whole numbers; (12) maintain accurate records; (13) prepare meaningful, concise & accurate reports; (14) code items from one symbolic form to another; (15) gather, collate & classify information about dates, people or things; (16) cooperate with co-workers on group projects; (17) demonstrate strength to lift, push, pull or move up to 30 lbs.; (18) operate motor vehicle; (19) obtain & maintain valid Ohio driver's license. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Tammy Johnson	1/25/10

100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005819

JOB TITLE Inventory Control Specialist 1

JOB CODE 64551

APD 2-3-10 VP

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Inventory Control Specialist	20005818 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 2 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
25	Assists with the Division's telephone & fax system (e.g., surveys service & equipment needs, makes recommendations for purchases of service & equipment, installs some telephone equipment & troubleshoots on-site problems. Assists with overseeing & operating the Centrex Mate (thru Ameritech). May also represent the Division in telecommunications meetings & seminars. Assists with preparing & updating financial information on the telecommunications system & preparing & issuing Division telephone directories). Assists with the responsibility of maintenance & inventory of office work cubicles (e.g., surveys needs, serves as liaison between the Section Administrator, the vendor & the Business Office. Responds to problems, makes minor equipment adjustments & works with the vendor on service & maintenance).	Knowledge of 2, 4, 5. Skill in 6*, 7. Ability to 9, 10, 11, 12, 15, 16, 18, 19.
5	Works on special assignments & performs other related miscellaneous duties; attends meetings; participates in training sessions & educational seminars. Assists in the preparation & updating of Business Office policies & procedures & other written memorandums.	Knowledge of 3, 4. Skill in 6*, 7. Ability to 8, 9, 10, 11, 12, 13, 15, 16.
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Tammy Johnson	1/25/10