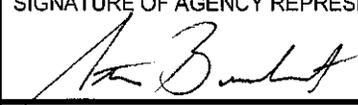




<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS - DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Support Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006037  JOB CODE TITLE Financial Analyst/Inventory Control Specialist 1  JOB CODE 66562  Apr 10-30-15 to MS	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Financial Analyst		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 14 PR - 30 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m.    TO: 4:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
35	<b>Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers.</b> Receives, inspects, records & distributes materials, supplies & equipment throughout OIT & coordinates, controls & maintains automated inventory for OIT to include all equipment & furniture assets division-wide: assigns bar code label asset numbers & tags all acquired assets; prints purchase orders, invoices & vouchers from the OAKS financial module & analyzes for accuracy; operates personal computer to enter data into computerized inventory database; verifies accuracy of automated database; performs physical inventories of selected areas on regular basis & updates database; may lift, push, pull or otherwise move up to 30 lbs; monitors asset movement & transfers; coordinates salvage disposal of obsolete & worn out assets; assists in preparation & submission of data to inventory supervisor on all asset additions, deletions, transfers & trade-ins; assists in preparation of several major end-of-year compliance reports; instructs & advises OIT personnel on proper methods of reporting asset acquisition & movement; operates motor vehicle to travel to various in & out-of-state locations to inspect & physically inventory equipment; may be required to stay overnight(s) to perform inventory duties.	<b>Knowledge of 3*;</b> (15) inventory control; (16) electronic data processing as applied to management of computer assets; <b>Skill in 4; 5;</b> <b>Ability to 6-14;</b> (16) understand inventory control procedures; (17) demonstrate strength to lift, push, pull or otherwise move up to 30 lbs.; (18) operate motor vehicle; (19) obtain & maintain valid Ohio driver's license; (20) travel.		
5	Performs other related miscellaneous duties: answers telephone inquiries; attends meetings; participates in training sessions & educational seminars.	<b>Knowledge of 3*;</b> <b>Skill in 4; 5;</b> <b>Ability to 14.</b>  *Developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	SRP 10/23/15 10/23/15	