

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS505140
DIVISION OR INSTITUTION OIT – Service Delivery Division	UNIT OR OFFICE Business Support Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006037	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
			20006036 Administrative Assistant 2	
<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 9 PR 26 Page 1 of 1		
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
85	Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers. Receives, inspects, records & distributes materials, supplies & equipment throughout Office of Information Technology (OIT), Service Delivery Division (SSD) & coordinates, controls & maintains automated inventory for SDD to include all equipment & furniture assets division-wide: assigns bar code label asset numbers & tags all acquired assets; pulls & copies purchase orders, invoices & vouchers from SDD Business Support Office & 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 SDD 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 to perform inventory duties.	Knowledge of (1) bookkeeping; (2) inventory control; (3) accounting practices & procedures; (4) office 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, Fiscal 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 data, people or things; (16) cooperate with co-workers on group projects; (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.
15	Performs other related miscellaneous duties: answers telephone inquiries; attends meetings; participates in training sessions & educational seminars.	Knowledge of 2, 4, 5 Skill in 6, 7 Ability to 9, 10, 11, 12, 15, 16, 18, 19 *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		3/17/11

JOB CODE APD 3-28-11 UAD
 JOB CODE TITLE Inventory Control Specialist 1
 JOB CODE 64551