

JOB DESCRIPTION



Position Title: Property Control Technician

Department: Finance

Employment Category: Non-Exempt Staff

Primary Location: District-wide
Based on Sierra Vista Campus

FLSA Classification: Non-Exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE03

Position Summary: The Property Control Technician is responsible for recording, tracking, and reconciling fixed assets and inventory records and for organizing and conducting physical inventory and maintaining the college's records retention program.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Maintains computerized identification system for fixed assets; assigns numbers to new equipment and deletes surplus equipment; adheres identification tags; updates files and records; prepares and processes equipment transfer forms; updates system with new location information; ensures all capital assets are properly tagged; researches missing or lost equipment

Coordinates and conducts physical inventory for all locations within the district; enters all data changes to physical inventory; prepares inventory reports for auditors and others; assists with the disposal of surplus property including receipt, inspection, storage and delivery of surplus property; determines disposition of property

Manages the collection and organization of data on surplus property for online auctions posting; monitors auctions, responds to inquiries via email and phone, arranges for payment and pickup of auction items sold

Maintains file boxes for destruction and preservation, reports destroyed files according to college and State of Arizona records retention requirements

Coordinates and implements district-wide training related to records retention, storage and disposal techniques and requirements; attends formal State of Arizona training sessions related to records retention and destruction requirements

Operates equipment such as forklifts, pallet jacks, hand trucks or dollies to move and/or reorganize stock/records

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work

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harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associate's degree business or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Two years' related experience

Possess or have the ability to obtain forklift certification within 6 months

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of property control procedures and methods

Knowledge of inventory practices and computer inventory programs

Knowledge of fixed asset accounting principles

Skill in utilizing standard office equipment

Skill in utilizing personal computer software programs affecting assigned work

Ability to maintain accurate records and confidentiality

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to understand and follow verbal and written instructions using the English language

Ability to interact with others in an appropriate, customer service oriented manner

Ability to establish and maintain effective working relationships with others, including faculty, staff, and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Travel is required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach, or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Controller

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.