

PROPERTY CONTROL SPECIALIST

DEFINITION

Under general supervision, performs responsible clerical work required to facilitate the inventory control of capital property for the City, including the preparation and maintenance of appropriate records and reports.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Identifies and confirms that all City Property valued at \$1,000 or more has property control labels placed thereon. Maintains a current running inventory of all City-owned assets by department, type and location utilizing a computer property tracking system. Maintains cost and salvage records on individual pieces of capital property. Makes recommendations on the disposal or transfer of equipment, furniture, and City owned personal property. Assists in the distribution, storage, sale, and disposal of surplus, obsolete property, and warehouse stock. Participates in the transfer of equipment between departments. Performs physical inventories, and prepares annual periodic and special reports. Operates a forklift and performs stock clerk and other related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible for clerical work of a specialized nature involved in the independent performance of complex clerical duties which involve some independent judgment. This employee works under the supervision of the Purchasing Manager who establishes policies, provides instructions, and reviews work.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of recent stock clerk experience, including recent experience in inventory methods and procedures and experience utilizing a computer, or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Office practices and procedures; storekeeping practices and procedures; types of office equipment.

Ability to: Assemble and organize data, keep moderately complex records, perform arithmetic computations and prepare reports; operate a personal computer; lift and move objects such as cases of supplies, automotive parts, and water work supplies; establish and maintain effective working relationships with City employees and the public.

SPECIAL REQUIREMENTS

Must possess and keep a current valid California Drivers License and obtain certification in forklift operation within 12 months of appointment.

Property Control Specialist
Page 2 of 2

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a self-starter that is detail oriented, has good communication skills, is cooperative and has a strong customer service orientation. This individual organizes time to accommodate the demands of several on-going assignments, is innovative, yet sensitive and responsible to team objectives.

Previous Class Title: Property Control Clerk
Title change, per SACEA MOU 1987-89 and Council Resolution 88-38, effective 1/1/88
Class specification prepared and approved through 1986-87 Clerical study;

Reviewed: 10/03
ADA approved: 10/03