

## **CLASS TITLE: ASSET INVENTORY COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for coordinating and administering the City's asset inventory system and other related assigned duties.

### **ESSENTIAL TASKS:**

- Researches data and ensures correct financial and tracking information for all capital/non-capital assets
- Locates and tags all capital and non-capital assets per requests and updates databases as required
- Coordinates capital asset tracking information with various City departments
- Coordinates transfers and removals of capital assets
- Creates and maintains asset databases
- Prepares asset reports for inventory and reviews inventoried asset data for accuracy
- Ensures asset process in compliance with City policy and procedures
- May assist department personnel in field with asset inventory
- Trains department personnel on asset inventory practices, policies and procedures
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or a related field; and three (3) years of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of asset inventory management principles and practices; considerable knowledge of laws, ordinances and regulations governing City asset inventory; and good knowledge of modern office methods and procedures. Ability to operate computers and other office equipment; ability to train department personnel in asset inventory; ability to prepare and maintain various reports and records; ability to understand and follow brief verbal and written instructions; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in the operation of a computer and use of database applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of valid Oklahoma Class "D" Operator's license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 2570**

**EEO Code: N-06**

**Pay Code: AT-23**

**Group: Fiscal**

**Series: Account Clerical**

**Effective Date: June 12, 2003**