

# Job Description

Position Title: Asset Management Specialist

Job Family: Materials Management

Job Level: Support & Service - Entry

FLSA Status: Non-Exempt

Salary Grade: 02

## Position Summary:

The Asset Management Specialist ensures accurate tracking and management of the College's capital and controllable assets. The Asset Management Specialist updates asset records, processes equipment tags, reconciles reports, and enters manual purchases into the Banner system. The Asset Management Specialist provides on-site support for inventory verification and large shipments, requiring strong attention to detail and coordination with multiple departments. The Asset Management Specialist operates a College vehicle to travel between sites for asset verification and receiving support.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the distribution of replacement equipment tags to ensure accurate asset tracking and inventory control.
2. Conducts weekly reviews of the OTags report to identify, monitor, and maintain records of capital and controllable assets.
3. Performs monthly reconciliation of the fixed asset report, updating shared drive files to ensure data integrity and accessibility.
4. Demonstrates knowledge of applicable regulatory and compliance requirements to ensure asset management processes meet legal and institutional standards.
5. Adheres to all applicable laws, regulations, and compliance requirements related to asset management, inventory control, and procurement practices.
6. Accurately deletes OTags upon completion of purchase orders to maintain current and precise asset records.
7. Manually enters purchases made outside the standard procurement process, such as Foundation-funded donations, into the Banner system, ensuring proper account coding for all capital and controllable assets.
8. Creates and maintains organized record systems to ensure efficient retrieval and compliance with institutional policies.
9. Develops and maintains organized folder structures for purchase orders and controllable items, using data from purchase reports and coordinating with receiving departments as needed
10. Navigates and uses ERP systems effectively to support procurement, asset tracking, and financial reporting.

11. Conducts routine inventory cycle counts to validate asset accuracy and promptly address any discrepancies.
12. Utilizes shared digital file systems to organize, update, and maintain accurate asset and inventory records.
13. Utilizes Microsoft Excel and similar spreadsheet programs, including familiarity with functions such as VLOOKUPs, Pivot Tables, and data analysis tools to support asset management and reporting.
14. Researches and resolves discrepancies or issues by investigating various systems and paper processes related to asset management.
15. Operates a motor vehicle to visit College sites for asset verification, equipment tagging, and receiving support, particularly during large shipments.
16. Provides on-site support at College locations as required for tagging and receiving large-scale deliveries.
17. Communicates and collaborates effectively with diverse teams and departments, maintaining a focus on achieving operational goals
18. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of data storage concepts including managing and maintaining agency records
3. Skill in effective communication (both written and oral)
4. Skill in organization, coordination and management
5. Skill in problem solving
6. Ability to develop and maintain effective and positive working relationships
7. Ability to apply effective and accurate data entry and typing skills
8. Ability to operate relevant equipment required to complete assigned responsibilities for the position
9. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required
- One (1) year direct experience with property control, asset management, inventory management, records management, accounting, procurement, or a similar field required.
- Valid Arizona driver's license required.
- One (1) to Three (3) years direct experience with property control, asset management, inventory management, records management, accounting, procurement, or a similar field preferred
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties; to move, transport, and/or position moderate to heavy (over 100 pounds) amounts of weight; exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License