

Job Description

Title Asset Management Specialist
FLSA Status: Non-Exempt
Date:

Department: Finance
Reports to: Finance Compliance Manager
Approved _____

Job Summary:

The **Asset Management** Specialist will ensure that all physical inventory is accounted for and processes are completed in compliance with our policies and procedure and guidance of the Division of Early Learning. The **Asset Management** Specialist works on completing internal processes to ensure Asset control list are current to the actual inventory.

Essential Duties and Responsibilities:

- Assists in the maintenance of data entry into the Master Control Inventory for all inventory items assigned to ELCMDM personnel.
- Enters new Assets and assigned inventory into the Master inventory list and/or the Employee property into database as needed.
- Provide New and/or exiting employees items assigned to them in order to properly collect and document items in our system.
- Informs the HR department if items assigned are not returned.
- Track in our system if items are returned broken or otherwise unusable.
- 30% or more travel will be required if needed, must be willing to travel all areas, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- May be asked to assist with project as special assignments as needed.
- Must be confidential with all records.
- Performs related duties as required.
- Assists in deployment/relocation of fixed asset and program related materials to multiple service locations throughout Miami -Dade and Monroe counties.
- Assist departments with materials purchased by program in helping them relocate to other sites as needed

Skills and Abilities:

- Accountability and attention to detail
- Excellent interpersonal skills
- Electronic filing experience
- Excellent communication skills, both written and oral
- Ability to work effectively with a diverse population
- Flexibility
- Problem Solving
- Initiative
- Report Writing

Computer Equipment and Software Requirements:

- Microsoft Office Suite
- Microsoft Outlook experience strongly suggested
- Electronic Filing experience

Experience and Training:

- High School diploma or equivalent required.
- Training, education and/or experience may be substituted for certain minimum qualifications
- Self-directed and has the ability plan prioritize and manage work load and deadlines with minimal supervision.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Signature

Date

Supervisor

Date