

DEPARTMENT:	Board of Trustees/General Counsel	REPORTS TO:	Manager, Records & Facilities
JOB CLASS:	Specialist	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	1/18/2017

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Asset Management/Document Specialist oversees both the receiving and inventory management functions for Florida Virtual School. The Specialist performs duties involving tagging of capital inventory items, requisition matching of incoming property, auditing methods and procedures to maintain, locate and verify tangible school property in the field. The Specialist places emphasis on continual check and verification of assets to provide current accurate listings. The Specialist also coordinates with the Chief Financial Officer monthly to audit all items valued in excess of \$1,000.00. The Specialist also ensures the Records Management System in its electronic state/formats remains up to date by inventorying all assigned personnel for security purposes, as well as, assets in the overall documentum system. The Specialist also develops reports utilizing the AX Audit System to track work input down to the department and individual worker.

ESSENTIAL POSITION FUNCTIONS:

- Manage and process all tangible property into FLVS inventory system in accordance with FLVS and State Policies and Regulations.
- Ensure that FLVS stays abreast of state regulatory inventory policies
- Develop and maintain the FLVS tangible personal property and office supplies inventory management program
- Maintain the enterprise master inventory of equipment, supplies, and capital assets
- Conduct FLVS inventory audits
- Manage and maintain the Workday Asset module system handling all Inventory assignments and tracking
- Audit and monitor adherence to Inventory policies and procedures; provide guidance to FLVS employees, and Cost Center managers in adherence to Inventory policies and ensure they are followed
- Manage the disposal of FLVS Property in accordance with State Statutes and in the best interest of the school by following policies set forth by the Board of Trustees
- Create, in coordination with Management, reports to generate for the Board of Trustees on items to be disposed of, as identified by department, or items lost, misplaced, or stolen from a FLVS custodian
- Act as the Lead Auditor for all FLVS Assets during both internal, and external State Audits
- Conduct a 10 percent inventory of tangible, personal, school-owned property on a monthly basis, and provide a written report to management on the first business day of the following

month on inventory status by locating, categorizing, verifying, and ensuring equipment is tagged in accordance with state guidelines and FLVS policy

- Manage and coordinate all FLVS Consumable Product Inventory and maintain the approval authority for all items over one hundred dollars ensuring financial acumen is maintained by the organization
- Coordinate with Department heads ensuring value estimates of unlisted property and components of overall systems are accurately accounted for and entered into the Asset Module
- Research problem situations and/or files relating to acquisition, transfer, and disposition of tangible personal property belonging to FLVS
- Exercise independent judgement to adopt or modify methods and standards to meet assigned duties/objectives
- Perform as backup to Postal Clerk as required to receive all deliveries to FLVS from carriers, or delivery systems, such as UPS, Fed-Ex, or other delivery services
- Write and develop Standard Operational Procedures (SOPs) in support of all tasks performed; and review SOPs on a quarterly basis to ensure updates are made as required
- Assist with the assembly of office furniture when required, and seek assistance from others when instructions require 2 person lift or assembly; able to lift 50 pounds
- Research and maintain a knowledge base of state statutes concerning Inventory for updates on changes
- Assist facilities in CAD drawings and facilities improvement projects
- Manage and is directly responsible for all Key Assignments for offices, cubicles, and storage space as required for the operation of the facility
- Responsible for the assignment of work space for VLC Based Employees with approval of Manager through notification of assignment from Human Resources Workday workflows
- Oversee and monitor all office and cubicle assignments based of the current availability of space
- Coordinate with outside vendors for the disposal of FLVS Property in accordance with State Regulations
- Perform all duties as the Systems Administrator for the DATAWATCH Security Cards issued to employees for Building and Suite access
- Serve as primary backup to the actual Security Locking System and Visual Monitoring System for the organization
- Participate as the Subject Matter Expert in all project meetings concerning Assets, Electronic Records Systems, Postal Systems, and Facility Usage needs
- Serve as the Systems Administrator for the ApplicationXtender Application Generator, as well as, the Document Manager System when required
- Take appropriate steps in order to maintain the integrity of any and all records in custody of the School's Record Custodian and Records Management Liaison Officer
- Conduct weekly audits of all school records by using the AX Audit Report by department
- Serve as the primary Systems Administrator to the Call-Em-All FLVS Emergency Action Notification System, ensuring the vital parts are maintained and updated as required in all emergency settings
- Attend meetings at all levels to ensure feedback from departments is made in order to adjust the schools' disaster plan when needed
- Manage and handle NEFEC (North East Florida Education Consortium), and other Insurance providers' as determined by department head by ensuring all information and invoices, are maintained in accordance with policies and procedures outlines by the Board of Trustees and Federal, and State Regulations.

- Coordinate with facilities and departments of the reallocation of resources and reassignment of tangible VLC based property in the advent of renovations or location reassignment
- Perform office duties such as filing and faxing documents as required by the Manager, SOPs, and Policies
- Meets professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree; or equivalent combination of education and relevant experience

Experience:

- Three years' purchasing, warehouse and/or inventory field experience
- Background working with CADD drawings, preferred

Knowledge, abilities and skills:

- Demonstrable inventory skills
- Knowledge and ability to monitor budgets
- Knowledge of spreadsheet creation and maintenance
- Knowledge of inventory and warehouse control, processes, and procedures
- Ability to compile, review, categorizes, prioritize, analyze and interpret data and/or information
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations
- General knowledge of Florida Statute 119, or become familiar with the Florida Sunshine Law
- General background as a system administrator for security groups in the format of SharePoint

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>

<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>
--	---

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p>PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p>CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p>SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p>PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p>ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p>PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p>DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.