

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	Z04
FLSA:	NE
WC:	8810
PG:	n/a
EEO:	

CLASSIFICATION TITLE: PART TIME FIXED ASSETS REPRESENTATIVE

PURPOSE OF CLASSIFICATION

This position is responsible for tracking fixed assets and infrastructure belonging to the City and for disposal of surplus City equipment. Work involves tagging and tracking equipment, vehicles, and infrastructure, maintaining an inventory of shared equipment and supplies, and coordinating the City auction of surplus equipment. Work is performed under the general supervision of the Accounting Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assigns and affixes an identification number to all fixed asset items and infrastructure, and ensures they are tracked and monitored via the computer.

Conducts physical inventory of fixed assets and infrastructure on a regular basis.

Receives deliveries of supplies, goods and commodities.

Processes tag and title paperwork for new vehicles.

Maintains records for all vehicles and equipment relating to purchase, maintenance and sale.

Maintains storage of shared items, dispenses them to City departments upon request, and tracks their location.

Maintains storage of surplus and excess items; distributes list of surplus and excess items on a routine basis.

Coordinates disposition of surplus equipment through sale, demolition or donation.

Assists Accounting Manager with policies, procedures and guidelines concerning fixed assets.

Compiles information and prepares various reports and spreadsheets.

Ensures that procedures, practices and reports meet established standards.

Operates a computer and other standard office equipment.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, minimum of two years of experience in fixed assets, materials management, inventory, accounting or purchasing work or any combination of education, training, and experience that provides the required knowledge and skills are acceptable. Possession of a valid State of Georgia Driver's License and a satisfactory Motor Vehicle Record (MVR).

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to accurately type 40 words per minute. Must be able to use Microsoft Word, Excel, and Outlook. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position, including recordkeeping and filing techniques, principles and practices of governmental purchasing and inventory control, accounting procedures and practices for fixed asset inventories, and City, County, and State laws and statutes concerning vehicle tags and titles.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and the ability to prepare and maintain accurate records and reports.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to communicate clearly and effectively both orally and in writing

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Situational Reasoning: Requires the ability to make decisions in accordance with standard operating procedures and supervisory directions and the ability to work independently in the absence of specific instructions.

ADA COMPLIANCE

Physical Ability: Some tasks require the ability to exert moderate, though not constant physical effort typically involving some combination of climbing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25-50 pounds). Tasks also may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of some essential functions may require exposure to environmental conditions such as dirt and dust.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.