



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE B JOB DESCRIPTION: INVENTORY CLERK**

### **QUALIFICATIONS:**

1. Has experience in inventory record keeping, especially GAAP fixed assets and insurable values.
2. Possesses skill in using computer-based spreadsheets and FACS software.
3. Is a full-time employee in the Holmdel Township Public Schools.
4. Possesses strong skills in human relations, problem solving, decision making, organization and communications.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Business Administrator/Assistant Board Secretary

**JOB GOAL:** To assist in the reconciliation of all GAAP fixed assets, insurable values and hazardous substance inventories for state mandated regulations. To maintain records of all telephone lines and equipment and the costs associated with them.

### **PERFORMANCE RESPONSIBILITIES:**

1. Tags and records all fixed assets and insurable equipment before it is shipped to the proper building.
2. Oversees the shipment of all inventoried equipment to the proper building.
3. Maintains a hazardous substance inventory for all federal and state mandated regulations.
4. Reviews all regular, toll and long distance calls for accuracy prior to forwarding to relevant administrator for approval.
5. Maintains an accurate inventory for all telephone lines and

equipment.

6. Maintains energy control system.
7. Maintains district-wide communication system.
8. Assists in the scheduling of facility use by the community groups.
9. Schedules the delivery of fuel oil to the Village and Indian Hill Schools and insuring that the correct amounts are in the tanks.
10. Performs such other tasks and assumes such other responsibilities as the Assistant Business Administrator/Assistant Board Secretary may assign.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting

**DATE:** July 24, 1996