

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7103
Pay Grade: C03

FLSA: Exempt

SUPERVISOR, PROPERTY RECORDS

MAJOR FUNCTION:

Performs professional and supervisory duties which involve responsibility for the development of inventory procedures for tangible fixed assets and the execution of these procedures by the property records staff to fulfill State statutes and Board policy. Work is performed independently and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Supervises, trains and evaluates staff in conducting yearly inventories of all schools and departments and in maintaining a centralized fixed assets data base.
- Develops procedures that comply with State statutes and Board policy, which often includes meeting with various department heads or representatives, memos and/or telephone contact with school principals, bookkeepers, and area superintendents.
- Reviews lists of missing and excess equipment and works with schools and departments in resolving these discrepancies.
- Approves all inventory exit reports for each school and department.
- Responsible for writing the property records section of the annual Audit Report sent to each school and area superintendent.
- Develops and analyzes spreadsheets in the performance of job duties.
- Completes a monthly "fixed assets reconciliation report"; prepares journal entries to assist the accounting department in reconciling the fixed assets system with the general ledger; and works with accounting staff to resolve differences.
- Plans and conducts monthly staff meetings.
- Prepares Board agenda items for property records.
- Compiles special reports, when needed, for other departments and state agencies.
- Teaches property records portion of bookkeeper/secretary classes and helps plan and conduct annual bookkeeper workshops given by auditing and property records.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Business Administration (majoring in Accounting) or a related field, plus three (3) years of related auditing experience to include one (1) year in a coordinating or supervisory capacity.

PREFERRED:

Experience with computer spreadsheets and other software programs.

ISSUED: 7/86 REW, BOARD APPROVED: 7/23/86; TITLE AND BODY REVISED: 10/89 MW, BOARD APPROVED: 10/11/89; REVISED: 2/97 PBL, BOARD APPROVED: 8/26/97

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, PROPERTY RECORDS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Property Records - PTS