



ASSET MANAGEMENT TECHNICIAN (INFORMATION TECHNOLOGY)

BASIC FUNCTION

Under general direction, is responsible for the inventory and tracking all electronic assets including PC Workstations, Laptops, Tablets, switches, routers, printers, peripherals and all other computer related equipment.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Track and monitor technology asset's life-cycle including receiving, storage, inventory, distribution, and disposal; unpack and check equipment against purchase orders to verify accuracy of materials delivered; check shipments for damage, overages and shortages. "E"
- Document receipt of equipment; validate, track and enter information such as serial numbers and equipment make and model numbers into appropriate asset management software or and/or other District tracking systems. "E"
- Advise and follow-up with department staff and users regarding availability and status of assets including timeline for delivery of equipment; notify staff of backorders and coordinate with vendor to resolve backorder issues; work with vendors to resolve issues with products, orders or supply chain. "E"
- Review inventory for unused and obsolete equipment, collect and manage the disposal process; evaluate old equipment and dispose of equipment as directed; store equipment awaiting disposal in a safe neat environment until picked up by the disposal company. "E"
- Accept equipment deliveries, unpack and notify appropriate requestor; document all paperwork for data entry in asset management database and verify property detail reports for current serial numbers and signatures with attached packing slips; submit all paper work for data entry for invoice payment. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational and business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- May create purchase orders as directed.
- Perform other related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Asset Management Technician performs a variety of tasks and projects related to the procurement, inventory, transport and disposal of district technology equipment, hardware and peripherals.

EMPLOYMENT STANDARDS

Knowledge of:

Track and identify a wide variety of Technology equipment

Inventory methods and practices.

Purchasing and asset tracking applications such as PeopleSoft or Jira is required

Organizational, communication and interpersonal skills.

Microsoft Office Suite or similar database, presentation, word processing, publishing and spreadsheet software.

Record keeping techniques.

Effective customer service skills using tact, patience and courtesy.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic record keeping preparation techniques.

Ability to:

Utilize a variety of inventory control and project management software.

Deliver a high-level of customer service to district stakeholders.

Create and maintain a variety of records and reports.

Identify a variety of technologies, computer hardware, software, networks and peripheral equipment.

Prioritize work and meet schedules and timelines.

Receive, store and inventory technology parts, software and equipment.

Maintain current knowledge of technological advances in the field.

Communicate effectively both orally and in writing.

Read and apply policies and procedures.

Education, Training and Experience:

Equivalent to graduation from high school supplemented with college-level coursework in business, project management, inventory control, supply chain management, and project management software applications and two (2) years of experience in technology assets and/or inventory control, developing and inputting information into databases, running database reports and working with inventory tracking and control software is required.

Experience working in a warehouse environment or Information Technology department is highly desirable.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a warehouse and office environment with frequent interruptions, temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a warehouse and office setting; dexterity of hands and fingers to use standard warehouse equipment and to

operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally; significant strength to lift, move, push, pull, and carry heavy objects, and also to stoop, crouch, reach, handle, retrieve and store equipment, food, files and supplies; lifting, pushing, pulling and carrying office and warehouse equipment, food, supplies and materials weighing up to 50 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: N/A
Salary Grade: 17

Approval Date: December 6, 2016

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P