

JOB DESCRIPTION

Job Title Fixed Asset Specialist II
Reports to Coordinator School Resources
Dept/School School Resources

Job Title Code 594310
Wage/Hour Status Non-Exempt
Pay Grade 406
Date Revised August 12, 2025

Primary Purpose

Maintain inventory control, perform required tagging and record keeping. Perform field and technical tasks for school district owned property. Ensure reconciliation of official district property data through a computerized information system.

Education/Certification

- High School Diploma/GED; supplemented by five (5) years previous experience demonstrating ability to maintain detailed and accurate records, preferably in an inventory tracking environment with familiarity in automated inventory tracking systems; or an equivalent combination of education, training, and experience.

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to operate personal computer
- Knowledge of inventory procedures and control processes
- General knowledge of fixed asset processing
- Ability to maintain complete and accurate records and to develop meaningful reports from those records
- Ability to establish and maintain effective working relationships as necessitated by work assignments

Experience

- Five (5) years working with inventory procedures, controls, and processes

Major Responsibilities and Duties

1. Establish records and identification and tracking tags for newly acquired property and equipment.
2. Assign property numbers, affix tags to accountable equipment, and records age, condition, and value of such property.
3. Inventory and tag property for central receiving in accordance with established regulations, policies, and procedures.
4. Conduct on-site audits of property and assets for the purpose of reconciling data with property accounting systems.
5. Assist with live and online public auctions of surplus, obsolete, and scrap property by performing inventories of such as required.
6. Record the transferring of excess equipment to designated central location for sale or disposal.
7. Maintain a computer database of property control, property accountability, and inventory received.
8. Provide guidance and information to schools and departments regarding proper fixed asset procedures.
9. Update the Property Control Administrative Reference Guide as required.
10. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

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Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions; and prolonged use of computer. Some lifting of equipment.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.