



JOB DESCRIPTION

Job Title:	JROTC Military Property Specialist	Wage/Hour Status:	Exempt
Reports to:	Director Army Instruction JROTC Programs	Pay Grade:	101
Dept/School:	Academics Support Program	Date Revised:	November 12, 2024

Primary Purpose:

The MPS is responsible for providing direction and guidance to JROTC units in supply management, equipment authorization, acquisition, disposal and accountability of the government property issued to JROTC. MPS will coordinate and manage the District JROTC logistical activities. The MPS reports directly to the Director of Army Instruction (DAI)

Qualifications

Education/Certification

Bachelor's Degree

OR

Associates Degree and Two (2) years experience as a military logistician

Noncommissioned Officers who have separated/retired within the past 5 years with a minimum of 10 years cumulative honorable service in the grades of E-6 through E-9.

Officers who have separated/retired within the past 5 years with a minimum of 10 years cumulative honorable service in the grades of W-1 through W-5.

ARNG and USAR (Actively Serving/TPU)- will fall under the same requirements mentioned above. In addition, Letter of Recommendation from current Commander and current DA Form 5016 or NGB 23A, is required.

Retired US Army Non-Commission Officer Sergeant First Class (E-7) thru Sergeant Major/Command Sergeant Major (E-9), or Chief Warrant Officer (W-2 to W-5)

Valid US Army Cadet Command Certification

Special Knowledge/Skills

- Expert knowledge of Army and Army JROTC logistical regulations, policies, and procedures
- Ability to plan, coordinate and execute routine recurring logistical actions and district wide extracurricular event support without supervision
- Strong leadership ability to establish and enforce district and higher headquarters logistical standards
- Excellent organizational, communication and interpersonal skills

Major Responsibilities and Duties

Property Inventories

1. Conduct 100% property inventories and supervise JROTC unit property accountability.
2. Assist JROTC units in coordinating physical security and safeguarding facilities and government property.
3. Perform other duties as assigned by supervisor and perform duties as a substitute JROTC instructor when required.

Supply Inspections

4. Conduct periodic assistance inspections of JROTC unit supply management compliance.
5. Conduct periodic serial number inventory of sensitive, high dollar and other serial numbered items. Supply Management.
6. Manage district consolidated supply operation: requisition, receipt, storage, and distribution.
7. Maintain necessary quantities of supplies and equipment.
8. Maintain supply and accountability records and files in accordance with Army directives and regulations including district property book and sub-hand receipt management.



9. Coordinate and provide JROTC unit logistical support.
10. Prepare and submit required district and Army reports.
11. Manage government contracts and government purchase card (GPC) requisitions. Summer Camp.
12. Provide JROTC cadet leadership challenge (JCLC) support. District Competitions.
13. Provide logistical support for district JROTC competitions: drill, marksmanship meets orientation, brigade staff board and best-drilled cadet competition.
14. Serve as lead statistician and provide other administrative support for district competitions as required.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional prolonged and irregular hours; frequent district wide travel with occasional out-of-town travel.

Terms of Employment

226 days; salary to be established by Board of Trustees, in accordance with JROTC Standardized Pay Scale (JSIPS) Minimum Pay Scale Determination

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: _____

Approved: _____

Job Title: _____

Date: _____

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

Employee: _____

Date: _____

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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.