

Title: IT Inventory Specialist
PG: 36
Status: Civil Service
Position Reports to: Assistant Director of IT
Department: Information Technology

Class Code: 6094
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a support position responsible for work dealing with the City of Lakeland's technology assets. This position is responsible for the accuracy of the monthly computer billing and the computer equipment asset database. Work involves all aspects of technology assets from analysis of customer needs, through disposal of equipment. Work may include, maintaining records/contracts, compiling data, retrieving data, processing documents, maintenance of accounting records.

ESSENTIAL FUNCTIONS:

1. Responsible for maintaining Technology Equipment Asset Database which includes equipment specifications, physical location, personnel assignment, responsible department, purchase information, manufacturer, replacement cost, replacement date, level of equipment, serial number, City tag number, financial billing calculation, services received, and account code.
2. Creates, finalizes and maintains the monthly Technology Services Billing ensuring accurate information in proper format. Maintains account codes for computer billing and submits billing to Finance with copies to all City departments. Responsible for resolving computer asset and billing discrepancies with other departments
3. Discusses and assist departments with computer equipment cost, replacements, purchases and options available to meet their needs. Assists the departments with information used in annual budget planning.
4. Assists in preparing forecasts for computer purchases throughout the city, maintains capital property records, acquisition and disposal forms.
5. Assist internal customers with operation, policies and procedures of the department.
6. Participates and makes recommendations in developing procedures to improve inventory control and other systems related to the tracking of equipment and equipment cost.
7. Assist with providing information and maintaining database for hardware maintenance renewals, software licensing renewals, service agreements and contracts for the department.
8. Acts as purchasing representative for departmental employees and provides support with payroll/timekeeper.
9. Provides assistance with Accounts payable and monitors departmental budget expenses. Prepares and maintain related records and reports for accounting and management review.
10. Assist in preparation and payment of invoices and other financial transactions.

ADDITIONAL RESPONSIBILITIES:

1. Coordinates with IT Staff to ensure integrity of asset information system operation and reporting.
2. Preparation of annual budget by preparing purchase, maintenance, and other cost information.
3. Performs other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Extensive knowledge of IT Business needs, systems, software, hardware, and management information systems.
2. Ability to acquire technical proficiency in a variety of systems including work management, inventory and financial systems.
3. Ability to communicate effectively with non-technical personnel.
4. Skill in oral communication and preparing written reports, research and survey data.

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5. Ability to utilize the techniques necessary to carry out assigned responsibilities.
6. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.
7. Ability to make independent judgments and to solve administrative problems.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING & EXPERIENCE):

1. High school diploma or its equivalent, including or supplemented by courses in bookkeeping.
2. Five (5) years of experience in bookkeeping, asset management, or related clerical work.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.