

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **IT Inventory Specialist**

Dept: **PC Support**

Reports to: **Manager – PC Services**

Effective Date: **Revised January 2018**

Job Code Number: **20524**

Grade Number: **14, Represented**

FLSA Status: **Non-exempt**

General Position Summary:

Provides administrative and technical support to the IT staff by managing assets through the entire lifecycle. Responsible for inventory stewardship, asset tracking and accurate record keeping, including but not limited to inventory database and monthly billing. Work involves all aspects of technology assets from analysis of customer needs, through disposal of equipment. Acts as liaison with Finance and Facilities departments regarding IT assets billings and surplus questions and processes. Performs PC Technician duties as needed.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Places routine orders, receives, tags, assigns, distributes and manages equipment inventories.
2. Creates requests for purchase in the procurement system. Researches, reconciles, verifies the accuracy of the records and retrieves data. Prepares procurement reports for accounting and management review. Provides assistance with accounts payable and monitors departmental budget expenses.
3. Maintains and audits asset database, which includes, but is not limited to, equipment specifications, physical location, responsible department, purchase information, manufacturer, replacement cost, replacement date, serial number, tag number and services received.
4. Conducts special purchase projects by assessing the merit of equipment request, obtaining quotes, and recommending special equipment purchases (excludes researching recommendations for reasonable accommodation).
5. Coordinates periodic asset management audits, surplus and disposals.
6. Tracks assigned software licenses, renewals, warranties, service agreements and contracts.
7. Participates and makes recommendations in developing procedures and standards to improve inventory control and other systems related to the tracking of equipment and equipment cost.
8. Organizes and manages assets in ITS storage area. Maintains optimal levels of equipment to expedite equipment emergency calls.
9. Assists in preparing forecasts for computer equipment acquisition and disposals throughout the system.
10. Performs job duties of a PC Technician as needed or as assigned.

Secondary Duties:

1. Assists ITS staff with asset and technology stocking and replacement questions.
2. Assists community library staff with asset inquiries.
3. Complete special projects.
4. Perform other related duties as assigned.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Managing Change

Embraces organizational changes and their rationale, models behavior needed during improvements in organization's effectiveness, competitiveness, and public service delivery;

manages own reactions and supports others in the process.

Conflict Management

Manages own reactions and resolves workplace conflicts in tandem with others effectively, works constructively; finds common ground and seeks appropriate solutions, can hammer out tough agreements and settle disputes inclusively and equitably.

DESIRED MINIMUM QUALIFICATIONS

Education/Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Associate's degree or equivalent experience or training, specializing in computer technology.
- Two to four years of practical and progressive experience in PC installation, support and troubleshooting. Inventory management experience preferred.
- Or, an equivalent combination of education, training and experience that demonstrates the ability to successfully perform the duties of the position.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License

PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will at times frequently stand and walk and up to constantly sit. Will frequently reach at all levels. Neck rotation may be up to frequent. Frequent bending and twisting at waist and occasional squat or sitting on ground while hooking up equipment and performing regular duties. Constantly using hands in conjunction with finger use and frequent keyboarding, this handling or keyboarding may be repetitive up to occasionally. Seldom required to climb stairs and ladders and up to frequently operating foot controls. The employee will frequently lift 20 pounds, occasionally lift up to 60 pounds, and seldom lift in excess of 75 lbs. Employee will frequently push/pull light force and seldom push/pull carts and pallet jacks using moderate force.

WORK ENVIRONMENT

Work is mainly performed in a normal office environment with occasional driving to community libraries. Hazardous situations may involve exposure to electrical wiring and noise associated with computer equipment. Extensive PC monitor work is required

Advancement Possibilities:

Open depending on education, training and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR