

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

FIXED ASSETS COORDINATOR

The purpose of this classification is to supervise inventory control activities. Duties and responsibilities include supervising assigned employees, scheduling and reviewing field work, assisting with field work and tagging of assets, reviewing accumulated inventory data, researching asset/inventory records, coordinating disposition of surplus equipment, reconciling accounts, preparing financial statements and financial reports, providing budgetary input, processing documentation, maintaining records, and performing other tasks as assigned. Reports to Director of Finance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with applicable purchasing guidelines/standards and other applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Director of Finance and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; meets with department heads, school principals, and vendors to discuss inventory-related issues, problems, and solutions.

Supervises and coordinates activities associated with accumulation and maintenance of data to support inventory records for accounting purposes.

Supervises, schedules, and participates as needed in performing field inventory work to identify location of fixed assets, tag inventory items, and record information, including description, count, and location; assists in attaching identification tags on inventory items, removing/replacing tags, and ordering new tags.

Reviews accumulated inventory data; coordinates and assists with input of data into computer system.

Conducts extensive research of issues directly/indirectly related to inventory; researches issues involving land/building ownership, deeds, and lease agreements; researches invoices, correspondence, architectural drawings, catalogs, and related records to determine status of assets; researches asset acquisition information such as purchase date, vendor and cost; researches placement, transfer, or relocation information of property; researches current valuations of assets.

Rutherford County, Tennessee • Fixed Assets Coordinator

Supervises activities involving the county's surplus equipment; coordinates storage, disposal, and auctioning of surplus equipment, including online sales.

Assists in developing, updating, and implementing policies and procedures pertaining to inventory control and fixed asset management.

Assists with budget preparation for inventory office; plans budgetary requirements and provides budgetary input.

Reconciles balance sheet account for general fixed asset account group; prepares journal entries for fixed assets.

Prepares financial statements and notes to financial statements for inclusion in the county's comprehensive annual financial report; prepares Schedule of General Fixed Assets by Source, Schedule of General Fixed Assets by Function & Activity, and Schedule of Changes in General Fixed Assets.

Compiles and prepares extensive annual inventory report for presentation to County Commission; prepares report of assets to be written off as missing for presentation to County Commission, and School Board.

Prepares or generates various reports; reviews reports for accuracy; forwards and/or files as appropriate.

Prepares or completes various forms, reports, correspondence, budget documents, journal entries, financial statements, financial records, asset records, inventory records, or other documents.

Receives various forms, reports, correspondence, budget documents, inventory records, purchasing records, property ownership records, deeds, lease agreements, invoices, catalogs, architectural drawings, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, fixed asset inventory, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Maintains file system of departmental records.

Communicates with director, county officials, employees, other departments, school principals, vendors, sales representatives, the public, auditors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct field work activities or perform other work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Accounting, Business Management, or related field; supplemented by one (1) year previous experience and/or training involving inventory control, fixed asset management, accounting, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Inventorying equipment, tagging equipment, searching bills and other records

Surface:

Estimated Total Hours: 3.5 **Maximum Continuous Time:** 5

2. SITTING

Tasks: Correspondence, office tasks, research

Estimated Total Hours: 4 **Maximum Continuous Time:** 8

3. LIFTING/CARRYING

Objects: Laptop computer, scanner, digital camera, stored inventory to move around.

| Weight | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs | | X | | | |
| 11-25 lbs | | | X | | |
| 26-50 lbs | | | | X | |
| 51-75 lbs | | | | X | |
| 76-100 lbs | | | | | X |
| >100 lbs | | | | | X |

4. PUSHING/PULLING

Objects: Equipment carts, printers, copiers, and other electronic equipment

Height of hands above floor during push: 2-5 Feet

5. CLIMBING

Tasks: Climbing highway department equipment/solid waste equipment, dumpster, tractors

Device: None used

Height: 1-10 Feet

Frequency: Usually once a year per inventory task. During these times, climbing is an hourly task.

6. BENDING/SQUATTING/KNEELING

Tasks: During inventorying, filing, research

Frequency: Daily

7. REACHING

Tasks: Inventorying, filing, searching through surplus stacks; moving stored surplus around warehouse.

Hands Used: RIGHT LEFT BOTH X

| Distance | Direction | Frequency | Duration | Avg. Weight |
|----------|-----------|-----------|----------|-------------|
| 0-20" | L/R | Weekly | Seconds | 20 lbs. |
| 21-36" | L/R | Weekly | Seconds | 20 lbs. |

8. WORK CONDITIONS

| Exposure to | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures | | X |
| Cold Temperatures | X | |
| Sudden Changes in Temperature | X | |
| Noise | | X |
| Fumes | | X |
| Cramped Quarters | X | |
| Cold Surfaces | X | |
| Hot Surfaces | X | |
| Sharp Edges | X | |
| Vibration | | X |
| Fluorescent Lighting | X | |
| Computer Monitor Screen Glare | X | |

| | |
|-----------------|---------------------|
| Inside Building | <u>90</u> % of time |
| Outside | <u>10</u> % of time |

9. OTHER JOB DEMANDS

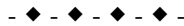
| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling | | X |
| Jumping | | X |
| Lying on Back | | X |
| Lying on Stomach | | X |
| Twisting | X | |
| Sweeping/Mopping | | X |
| General Cleaning | | X |
| Handling Trash | | X |

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Laptop computer, scanner, digital camera, copier, printer, calculator, car

11. HAND USE

| Type of Use | Yes | No | Frequency |
|--|-----|----|-----------|
| Keystrokes | X | | |
| Grasp | X | | |
| Fine Motor i.e.: writing, twisting hands or wrist, etc | X | | |



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

| | YES | NO | Don't Know |
|---|-----|----|------------|
| 1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers? | ✓ | | |
| 2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities? | ✓ | | |
| 3. Is the employee paid the equivalent of at least \$455 per week on a salary basis? | ✓ | | |

Employee's Signature

Supervisor's Signature

Date

Date