

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Military Property Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	JROTC Program	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	033 OSS
REVISED:	May 27, 2009		

BASIC FUNCTION:

Act as official guardian of all Army property loaned to the school district for the conduct of the JROTC program at the high schools; establish and maintain a consolidated supply operation for JROTC units within the school district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Prepare an annual supply budget for Army support of the JROTC program. **E**

Maintain stock record account of all Army-owned property on loan to the school district for the JROTC program. **E**

Prepare and type vouchers, requisitions, and receiving reports and post the transactions to the stock records. **E**

Receive, store, and issue Army supplies and equipment to meet program needs. **E**

Conduct regular inventories; prepare for annual inspections and annual inventory report(s). **E**

Conduct frequent security inspections and inventories of sensitive items at JROTC storage locations throughout the district. **E**

Prepare periodic reports to Army support installations on the status of controlled items of equipment and ammunition consumption. **E**

Safeguard the Government Procurement Card (GPC) and district issued procurement cards; sign for government issued equipment. **E**

Maintain records of weapons maintenance and ensure necessary repairs. **E**

Maintain blotter ledger of monetary allowance accounts for laundry and dry cleaning and expendable supplies. **E**

Operate a District motor vehicle for pickup and delivery of supplies and equipment from Army support installations and for JROTC activities within the district. **E**

Assist with extra-curricular activities and programs. **E**

Ensure that lost or damaged Army property is either paid for by the responsible individual or properly accounted for by a Report of Survey; requisition, receive, store, issue, and maintain accountability for all district property issued to the Military Science Department. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to recent, full-time United States Army supply experience at or above the rank of E-6. Military army retiree required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and ability to qualify for a government vehicle operator's license.

Incumbents in this classification are held to the standards of a Military background check that includes the ability to use a Government Purchase Card (GPC) and to be the assigned cardholder.

Possession of current certification for the use of a Government Purchase Card (GPC).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

United States Army supply nomenclature, procedures, and regulations.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Perform clerical supply duties with speed and accuracy.

Carry out assignments from general directions.

Prepare reports and maintain auditable supply and inventory records.

Establish and maintain effective working relationships with district staff and the public.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office and storage locations

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting and moving heavy objects.