

# Hidalgo County Purchasing Department

**Job Title: Inventory Specialist Analysts II**

**FLSA: Non-Exempt**

**Department: 160**

**Civil Service Status: Non-Exempt**

## **Summary Of Function:**

Under the direction and supervision of the Hidalgo County Purchasing Agent, assists the Hidalgo County Fixed Asset Division Performs a variety of technical duties related to the oversight and maintenance of the Hidalgo County Fixed Asset Program. Assists in the evaluation and monitoring complex transactions associated with the provision, accounting and disposal of County Fixed Assets. In the absence of the Fixed Asset Manager acts as liaison between county elected officials, department heads, program directors, multiple outside agencies and other county staff and the community as required.

## **DISTINGUISHING CHARACTERISTICS:**

This is the one of several in a Purchasing series of job classifications that are intended to establish a full Fixed Asset Division for Hidalgo County. It is distinguished by the technical management duties and responsibilities.

## **EXAMPLES OF WORK PERFORMED:**

- Assists and participates in the planning and implementation of the county fixed asset compliance program. Interprets policies, rules, codes and regulations to ensure compliance with various regulations such as the County Purchasing Act, Texas Department of Transportation Policies and Procedures, generally Accepted Accounting Principles (GAAP), and the Government Accounting Standards Board (GASB) Rule 34. Develops and monitors fixed asset program guidelines, procedures and policies. Maintains County's Fixed Asset inventory records residing in the County's financial accounting system (SAGE) in accordance with applicable statutes and financial reporting requirements.
- Assists and may work closely with county elected official officials, department heads, program directors, multiple outside agencies, and other county staff to review asset requirements; establishes procedures for monitoring fixed asset compliance issues and to ensure their needs and interests are satisfied. Prepares related fixed asset correspondence. Facilitates the reconciliation of fixed asset-related audit findings between the County's Auditor's Office audit function and user department inventories. Reconciles fixed asset inventories to the County's general ledger accounting system.
- Assists in conducting ongoing, annual physical inventories of all County departments to assure County compliance with statutory mandated reporting. Reviews and investigates non-compliance issues, writes summaries, recommends and presents solutions. Researches and aids in the resolution of complex fixed asset accounting and reporting issues.

- **In the event that Hidalgo County establishes and implements, assist the oversight of the County Warehouse management function. Assist in supervising the Warehouse Manager (new duty when position is approved) and Fixed Asset Assistant and directs Warehouse Manager in the development of schedules and priorities in the receipt, transfer, relocation and inventory control of all assets stored in the County's warehouse.**
- **Assist in ensuring compliance with all statutory requirements related to the title and license registration of all County vehicles. Coordinates extensively with Fleet Services Program Manager (Grade 20) to assure compliance is achieved.**
- **Assist in developing and overseeing the County's program for disposal of surplus salvage and seized abandoned property. Prepares comprehensive reports for Commissioners Court outlining all items identified and classified for disposal. Coordinates and schedules all auction-related activities. Oversees auction and verifies proceeds for deposit into County Treasury.**
- **Represents the Purchasing Agent and assists in developing policies and recommendations for fixed asset-related issues.**
- **Assist in the analyzing of data, prepares, distributes and presents fixed asset and inventory control reports as required by county elected officials, department heads, program directors, multiple outside agencies, Commissioner's Court, other county staff and the general public.**
- **Performs other job-related duties as assigned.**

# Hidalgo County Purchasing Department

Job Title: Inventory Specialist Analyst II

Department: 160

Civil Service Status: Non-Exempt

---

## **QUALIFICATION REQUIREMENTS:**

### **Education and experience equivalent to:**

Bachelor's degree in Business Management, Finance, Accounting, Economics or related field preferred or a minimum of 2 years associates degree and 8 years progressively responsible relevant work experience in inventory management and fixed assets control.

### **License:**

Possession of a valid Texas Driver's License.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Inventory management including warehouse procedures, stock control, and record keeping and reporting of procurement practices and procedure.
- Management and supervisory principles, practices and techniques.
- Generally accepted business and accounting practices.
- Stocking and inventory procedures.
- Standard practice in area of assignment.
- State and Federal laws regulations pertaining to department.
- Commercial PC based word processing, spreadsheet and database software.
- Principles and procedures of financial record keeping and reporting.
- Asset management and government debt financing rules and regulation for projects.

### **Skill in:**

- Supervising others.
- Problem solving and decision- making
- Maintaining accurate records
- Both verbal and written communication.
- Operate a variety of modern office equipment including a computer.

### **Ability to:**

- Plan, assign, motivate, and coordinate work of support staff to archive specific service objectives.
- Operate a variety of office equipment and computer including word processing, spreadsheets and databases.
- Exercise independent judgment.
- Establish and maintain effective working relationships with department clientele, multiple outside agencies, other county staff and officials, and the general public.

**PHYSICAL/ENVIRONMENTAL FACTORS:**

**Physical requirements include lifting/carrying up to 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity, necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, typewriter and basic office equipment, vision to monitor, standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, driving, twisting, balancing, repetitive motion, client/customer contact, squatting to perform the essential functions.**

