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DOUGLAS COUNTY SHERIFF'S OFFICE

JOB TITLE: ASSET MANAGEMENT TECHNICIAN

Exempt: No	**Skill Code**: P330
Skill Level: 3328P	**Department**: Office of the Sheriff
Approved By: Sheriff Darren Weekly	**Date:** 01-10-23

General Duties: This is a highly responsible technical position that involves the safeguarding and proper tracking of County assets and equipment housed within the Sheriff's Office, ordering and tracking of issued uniforms and duty gear, and establishing and maintaining an inventory system that includes the associated assignments/locations of all such items. It requires the operational knowledge of asset management and inventory concepts, proficiency with related software applications, and the ability to continually address the implications of personnel assignment changes related to issued equipment.

Supervision Exercised: This position has no direct supervisory authority over other employees.

Supervision Received: This position reports directly to the Training Sergeant.

Examples of Duties and Responsibilities: - (These duties are illustrative only and are not intended to be inclusive).

- Establishes, controls, and maintains the asset inventory system for all Sheriff's Office equipment, uniforms and any other gear and equipment as assigned.

- Evaluates requests for uniform-related replacements and determines the appropriateness of such requests and ensures such requests are in compliance with Sheriff's Office policies. Places all employee uniform-related orders with vendors, ensures the accuracy of invoices before processing for payment, and assigns appropriate account coding.

- Develops specifications for periodic RFPs relative to uniforms and related duty gear and obtains pricing for interim purchases in accordance with Douglas County's procurement policies.

- Monitors changes in personnel assignments and updates changes in assigned equipment accordingly. Also monitors the status of equipment items rotated out for repair, ensures the accuracy of items listed and maintained as spares, and initiates appropriate paperwork for replacement items or dispose of items as necessary.

- Communicates with staff members at all levels to ensure the accuracy of the inventory listing on a real-time basis.

- Maintains the ability to provide Professional Standards with a complete listing of all issued equipment prior to any exit interview with a separating staff member.

- Alerts the Training Unit Supervisor of any potential inventory or maintenance issues to include unbudgeted replacement items requested.

- Coordinates and ensures completion of the annual fixed asset inventory required by the County and CALEA standards, with assistance from the functional staff members throughout the organization, and ensures that County fixed asset records and Sheriff's Office records of applicable items reconcile.

- Develops and maintains Standard Operating Procedures for asset management.

- Serves as a resource for all levels of Sheriff's Office management relative to asset management.

- Performs other duties as assigned.

Consequence of Error: This position is characterized by the importance of accurate and detailed tracking of County and Sheriff's Office assets and equipment. Consequence of error could result in substantial financial impacts to the County if assets and/or maintenance contracts are not appropriately managed or if all issued equipment is not retrieved before an employee separates. In addition, serious implications could result if missing equipment could not be specifically identified or would go undetected and fall into inappropriate hands.

Contacts: This position requires substantial contact with Sheriff's Office management staff, deputies, accounts payable designees, and various County staff members. The position may also work with members of other law enforcement agencies and vendors of needed equipment and businesses.

Essential Functions:

Education and/or Experience: Generally a high school diploma or GED supplemented with two years of relevant administrative or technical experience with a law enforcement agency is preferred. Previous experience with asset management systems or inventory is preferred.

Language Skills: Ability to effectively communicate in both oral and written form. Ability to establish and maintain effective working relationships.

Mathematical Skills: Skills in addition, subtraction, multiplication, division, and percentages.

Reasoning Ability: Ability to use principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Ability to make generalizations, judgments, and recommendations. Strong data collection, record keeping and follow-up skills required.

Other Skills and Abilities: Thorough knowledge of internal equipment issuance policies and procedures, procurement procedures, and asset/inventory management concepts. Computer expertise is also necessary, and familiarity with asset inventory systems is extremely helpful.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Work Environment: Work is generally performed in a typical office setting. Some travel may be required for training.

Special Requirements:

- Ability to pass pre-employment tests and background investigation
- Must possess a current Colorado driver's license

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.