

FACILITIES UTILIZATION ASSISTANT

Code No. 940129
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in facility and inventory planning, moving, and coordination with regard to spatial, furniture, and equipment requirements. Coordination of electrical, planning, or carpentry requirements are not responsibilities of this class. Employees may be required to lift weights up to approximately fifty (50) pounds. The employee reports directly to, and works under direct supervision of, an administrator or other higher-level staff member. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates packing, carting, and placement of equipment and inventory for program relocation or building transfers;

Schedules delivery duties and locations;

Coordinates with contractor or agency personnel to ensure the timely execution of a move;

Surveys office space, furniture, and equipment to assess the requirements of transfer or relocation;

Assists in determining the market value of surplus inventory;

Assists with the final placement of furniture and equipment;

Maintains multiple and continuous telephone communications with schools, contractors, and vendors;

Coordinates inventory tracking and procedures;

Uses a computer to generate and maintain reports, records, and purchase requisitions;

Maintains correspondence, reports, records, purchase orders, and other office materials;

Checks accounts and purchase orders for accuracy and completeness;

Maintains furniture inventories;

Follows up and expedites purchase orders and furniture deliveries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of furniture and equipment available and required in an agency or school district; organizational skill;; ability to establish effective working relationships; ability to create and maintain reports, records and purchase orders;; ability to operate a variety of office equipment; ability to plan, schedule and coordinate relocations and transfers; ability to perform mathematic computations; ability to ascertain market values of surplus inventory and set prices for resale; ability to maintain inventory; clerical aptitude; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus three (3) years paid full-time or its part-time equivalent experience in inventory control, data entry, warehousing, or in positions involving the maintenance, recording, movement, or delivery of inventory.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: December 23, 1981

REVISED: July 9, 1998

REVISED: September 5, 2024