

Equipment Requisition Funds Analysis / Forms Management Supervisor

Position Details

Class Code: 4065

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises Clark County School District forms management, equipment orders/loans, and funds management for the section.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in preparing the section budget; monitors expenditures for control purposes, makes necessary budget transfers, and prepares status reports.
2. Responsible for District forms management and budgeting.
3. Responsible for equipment loans to schools and outside organizations.
4. Supervises coding of equipment purchase requests.
5. Assists in ordering equipment for newly-constructed areas.
6. Coordinates report preparation.
7. Supervises staff; provides input for evaluations of assigned staff.
8. Provides information and interprets policies/regulations regarding equipment funds and forms.

9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves work requiring substantial independent judgment and analytical ability.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of budgeting principles.
 2. Ability to prepare financial statements and reports.
 3. Ability to monitor expenditures for funding control purposes.
 4. Ability to prepare and interpret District operating budgets.
 5. Ability to interpret and explain procedures.
 6. Ability to read and interpret blueprints.
 7. Ability to identify equipment.
 8. Ability to meet predetermined deadlines.
 9. Ability to work cooperatively with employees and the public.
 10. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years' bookkeeping, accounting, or budget analysis experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

One (1) year of supervisory experience.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – schools and department offices.

Work Environment

Strength

Sedentary/medium – exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/23/23
- Created: 05/04/93