

JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent *JJB*
Dr. Adrienne Usher, Assistant Superintendent

FROM: Althea Hurt, Director of Human Resources *AH*

DATE: September 22, 2023

RE: Item for the OCTOBER Board Meeting - Job Description & Title Change
(Technology)

BCPS Director of Technology, Mr. Kevin Fugate, requests to change the Fixed Assessts Coordinator title to Technology Inventory Specialist. Also, requested is approval of the updated job description. The change is necessary due to the increasing demands of the role.

Attachments: Memo from Director Kevin Fugate
Revised job description

JJB
10.4.23

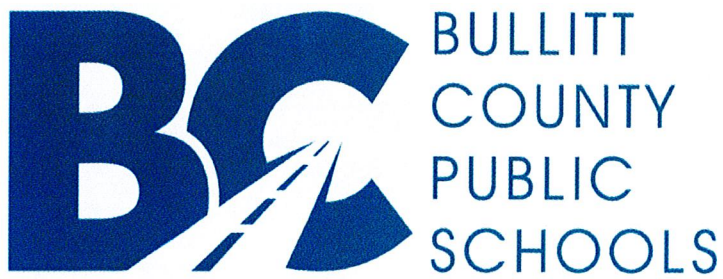
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KEVIN FUGATE, DIRECTOR & CIO
SARAH CARNES, FIXED ASSETS COORDINATOR
ANDREW HOBBS, NETWORK ADMINISTRATOR

DEPARTMENT OF TECHNOLOGY

M E M O

September 21st, 2023

TO: Jesse Bacon, Superintendent

FR: Kevin Fugate, Director of Technology

RE: Job Title & Description Change

The BCPS Technology Department requests a job title & description be changed from Fixed Assets Coordinator to Technology Inventory Specialist. As Bullitt County Public Schools continues to grow and expand, efficient management of technology resources becomes crucial to support effective teaching and learning. The establishment of an Inventory Specialist role within BCPS aims to streamline inventory management processes and ensure the availability of necessary devices and parts that support an engaging learning environment. This position will continue the role of the fixed assets coordinator but the new title and description best describes what is actually required for the position.

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Summary Class Code: 7721

Technology Inventory Specialist

(Revised Job Title & Description for Fixed Assets Coordinator)

BASIC FUNCTION:

Perform a variety of duties related to the acquisition of supplies, equipment, materials, and services for the district technology department; purchase quantity items and services economically, efficiently, and in accordance with established policies, procedures, and guidelines. The Inventory Specialist will also document and maintain district assets in the software platform provided by the district.

REPRESENTATIVE DUTIES:

- Receive, review, and process requisitions, and determine appropriate methods and procurement in accordance with policies and procedures.
- Prepare formal bids and quotations; analyze bid items and conditions; contact vendors regarding purchases and bids.
- Interview and correspond with vendors; coordinate demonstrations of vendor materials, products, and services.
- Maintain records necessary to document the history of vendors.
- Use asset management software for district fixed assets to maintain inventory in collaboration with other departments.
- Evaluate quotations for cost-effectiveness.
- Develop information for and monitor data input in an automated purchasing system.
- Assist in preparing contract documents as assigned.
- Provide technical expertise and assistance to administrators and staff regarding and status of purchased materials, equipment, and supplies; resolve problems or complaints.
- Operate data entry equipment to input, update, and maintain budget, vendor, and related purchasing information.
- Review trade publications and journals; maintain files of vendors, catalogs, and listings; maintain bid calendar and other records as assigned.
- Train and provide work direction to clerical personnel as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Public purchasing and procurement principles, practices and procedures.

- Methods and procedures used in purchasing of district supplies and equipment.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Basic purchasing policies, practices, and terminology.
- Operation of a computer workstation.
- Warehouse operations, procedures, equipment, and terminology.
- Financial and statistical record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures, and equipment.

ABILITY TO:

- Perform a variety of duties related to the acquisition of supplies, equipment, materials, and services for the district.
- Purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.
- Read, interpret, apply and explain laws, rules and regulations affecting the purchase of district supplies and equipment.
- Evaluate prices, items, discounts and quantities to purchase items cost-effectively.
- Obtain verbal and written price quotations.
- Maintain district technology inventory
- Communicate with district personnel to evaluate inventory needs.
- Collaborate with other departments to document and track fixed assets
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a computer workstation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in procurement, business administration or related field or two years of increasingly responsible experience in public procurement.