

**CITY OF HOLLY HILL  
JOB DESCRIPTION**

**JOB TITLE:**                   **RESOURCE / INVENTORY CLERK**

**DEPARTMENT:**               **COMMUNITY SERVICES**

**DIVISION:**                   **ADMINISTRATION**

**GENERAL DESCRIPTION:**

Advanced clerical, secretarial and support based work. Position is responsible for coordinating activities in the City's computer lab at the Community Resource Center, performing City wide inventory and maintaining the City asset management system.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs clerical functions such as filing, answering the telephone, responding to inquiries and taking messages.
2. Oversees the work activities of volunteer or temporary employees assigned to work at the Community Resource Center.
3. Assist computer lab users with computer related issues such as providing user log on information, trouble shooting equipment and demonstrating use of lab equipment such as printers, copiers, faxes, and scanners.
4. Maintain usage logs and daily activity reports of the computer lab. Verifies and submits time sheets of assigned volunteers or temporary employees.
5. Replace printer paper and toner, clear paper jams as required. Inventory lab supplies such as paper, toner, staples, pens, etc. and restock as needed.
6. Keep lab equipment clean and enforce all rules concerning the use of the lab. Maintain a comfortable and safe working environment for lab users.
7. Report any equipment malfunctions or damages by lab users. Report any maintenance concerns present in the common areas of the Community Resource Center.
8. Responsible to open Community Resource Center and close and secure building prior to leaving. Working hours may be subject to change based on usage of facilities and may include evenings and/or weekends.
9. Counts supply stocks City wide on a quarterly basis to complete and verify inventory.
10. Maintains the asset management system for City wide assets.
11. Perform other job related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities:**

- Advanced computer skills including knowledge of the Microsoft Office Suite and Internet and ability to assist others with computer related issues.
- Ability to use, troubleshoot, and assist others with calculators, copy, fax, and scanner machines.
- Ability to effectively communicate using speaking, hearing, and visual skills.
- Ability to establish and maintain effective working relationships with other governmental entities, elected officials, City employees, and the public.
- Knowledge of the processes of maintaining inventory and fixed assets and ability to accurately tag, tally, and transcribe inventory and asset information.
- Knowledge of office practices and procedures.
- Knowledge of business English, spelling and punctuation in order to prepare documents.
- Knowledge of the Department and City policies, procedures and practices.

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**Education and Experience:**

High school graduation or possession of an acceptable equivalency diploma. Five years of related experience and/or training involving clerical duties. Experience with WASP Technologies Mobile Asset software preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications)

**Licenses, Certifications, or Registrations:**

Valid Florida Driver's License.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Frequent use of hands, fingers, and arms for extensive computer use and equipment manipulation.
- Walking, climbing, bending, standing, stooping, kneeling, reaching, pushing, and pulling.
- Ability to perform regular light lifting and/or move up to 10 lbs, frequently lift and/or move up to 25 lbs, and occasionally lift and/or move up to 50 lbs.

**ENVIRONMENTAL CONDITIONS**

Work is performed primarily in an inside office environment, but also includes occasional work out of doors and may be exposed to loud noises, adverse weather, fumes, dust, chemicals, gases, oils, poor lighting, etc.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

**RESIDENCY REQUIREMENTS**

In accordance with the City's Charter, all employees shall reside within Volusia County, Florida, or if outside of Volusia County, Florida, within thirty (30) driving miles of the municipal limits of Holly Hill, Florida.

*September 2011*