



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** IT Asset Management Specialist  
**Reports To:** Chief Technology Officer  
**Division:** Information Technology

**Position Code.:** 1200-116  
**Classification:** Non-exempt  
**Date:** 10/2024

#### **JOB SUMMARY:**

Under general supervision, develops, maintains, and administers Information Technology asset management for the organization. Responsible for the daily and long-term strategic management of IT software and hardware assets.

#### **ESSENTIAL JOB FUNCTIONS:**

- Partners with departmental leadership to identify and evaluate IT products and solutions that align with organizational goals.
- Engages with vendors to negotiate pricing and contract terms, ensuring optimal value for the organization while adhering to established guidelines.
- Participates, engages, and collaborates in acquiring and disposing of IT assets to ensure appropriate tracking and handling throughout the lifecycle.
- Obtains or assists departmental staff in securing purchasing information for IT assets.
- Enters purchase information into the accounting system for accounts payable and purchase orders, investigates and corrects invoicing problems, and works closely with the Business Office to resolve billing issues.
- Responds to internal or external queries regarding items purchased.
- Tracks and monitors purchases from request to order through the purchase process to the delivery location.
- Develops, participates in, and oversees processes for the receipt, disposition, tracking, refresh, and retirement and/or disposal of all incoming equipment, validates shipments, and updates the IT asset inventory.
- Maintains accurate inventory and updates asset assignments throughout the asset lifecycle.
- Performs annual asset inventory with assistance from departmental staff.
- Oversees and administers purchased software license inventory to ensure compliance.
- Performs periodic audits of the IT asset inventory to verify accuracy and take appropriate action to correct any discrepancies.
- Retrieves asset information as requested from records, emails, and other related documents and provides written data summaries when needed.
- Prepares correspondence related to contractual services/agreements, reviews and edits related documents for accuracy.
- Assists departmental leadership with compiling budget data during the annual budget development process.
- Assists departmental leadership with monitoring budget expenditures.
- Provides excellent service to internal and external guests.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guest's records, and the code of professional ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations.

#### **INTERACTION:**

- Interaction with all levels of staff and third-party vendors.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)
- General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

- Bachelor's Degree or higher in Business Administration, Information Technology, Computer Information Systems, Microcomputer Technology, or a related field; and
- One year of experience in a role providing maintenance and support of IT assets or IT asset management or related experience;
- **or**
- High School diploma or GED; and
- Four years of experience in a role providing maintenance and support of IT assets or IT asset management or related experience

### **Licenses and Certifications:**

- None

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Record keeping, report preparation, filing methods, and records management techniques.
- Basic budgetary principles and practices.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- General office procedures, policies, and practices.
- All computer applications and hardware related to the performance of the essential functions of the job.

### **Skill in:**

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Adapting to changing priorities and needs.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.

### **Mental and Physical Abilities:**

- Ability to work independently and as part of a team.
- Ability to concentrate and pay close attention to detail with constant breaks in concentration associated with answering telephone calls or speaking in person to individuals requiring assistance.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to travel to various locations and to access reliable transportation to do so
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear, and lift and/or move up to 10 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

## **SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

## **WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.