

Job Title: Military Property Specialist

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Summary: The Military Property Specialist advises the Director of Army Instruction (DAI) on all logistical matters. The MPS is responsible for providing direction and guidance to JROTC units in the Command Supply Discipline program, supply management, equipment authorization, acquisition, disposal and accountability of all government property issued to JROTC. The MPS must be eligible to serve as the cardholder of the GPC and perform duties as a substitute teacher when required.

Essential Duties and Responsibilities:

- Establishes and maintains a consolidated supply operation for Army JROTC units in the school district.
- Requisitions, receive, store, issue, inventory and account for supplies requisitioned through the Army Supply System
- The MPS is responsible for commercial items, acquired and /or paid for in accordance with current regulatory guidance and command policy, using the GPC.
- Secures and maintains adequate space to receive, store, and issue clothing, supplies, and equipment for applicable schools.
- Establishes a sub-hand receipt account at each Army JROTC unit in the school district and updates hand receipts every six months.
- Ensures accounts are cleared and a new hand receipt holder is assigned prior to a change of duty or transfer.
- MPS will conduct a monthly inventory and annual physical inventory of all government property.
- Ensures sensitive items are inventoried monthly and the report is submitted aligned to local procedures.
- Maintains current record of all serial numbered items.
- Ensures all requests, turn-ins and hand receipt transfers are prepared
- Comply with regulations for lost, stolen or damaged equipment.
- Ensures TDA equipment is documented or on request providing funds are available and the excess equipment is turned in or a request for a change to the TDA has been submitted.
- If applicable, initiate Material Inspections and Receiving Report, to acknowledge and report purchases of non-expendable items within three (3) workdays.
- Ensures that required documentation is maintained on the GPC .



- Ensures that the billing official (BO) is provided copies of all transactions for review, approval and certification of items purchased with the GPC.
- Secures and maintains appropriate furniture and equipment to execute the mission
- Ensures Army JROTC units are issued only authorized property, which is based on Cadet enrollment at that unit.
- Arranges for pick-up and delivery of laundry, dry cleaning and alterations from Army JROTC units in the school district.
- Participates in meetings and other professional activities
- Adheres to all school district and Army Standards.
- Prepares and maintain administrative and support reference materials, as required
- Perform related duties as assigned to accomplish the mission
- As directed, substitutes as Army Instructor in the absence of the regular instructor.
- Meets Army appearance, height, weight, and physical fitness standards.
- Performs other duties as directed by the DAJ.
- Observe both the military and school chain of command.
- Abide by US Army rules and regulations

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

The Military Property Specialist must at all times, on duty and off, demonstrate the positive character and leadership traits, and personal habits as described in applicable U.S. Army and Cadet Command Regulations

Education and Experience:

Associates degree required with experience in law enforcement or military preferred.

Two years of clerical accounting or purchasing experience or one year of experience as a JROTC instructor. Experience performing military property control work is highly desirable.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.