

MILITARY PROPERTY CUSTODIAN AND LOGISTICIAN

DEFINITION

Functions as the official custodian of all military property loaned to the District in support of the Junior Reserve Officer Training Corps (JROTC) Program.

TYPICAL DUTIES

Makes purchases in accordance with military regulations for the District's JROTC Program.

Determines vendors from whom purchases will be made, based on most favorable prices consistent with quality, quantity, and delivery; compliance with specifications; bid conditions; and other factors utilizing formal bid procedures as defined by the United States Army, or obtains bids via telephone, letter, or personal contact.

Organizes, attends, and may conduct tests and demonstrations of items to be purchased to determine quality and compliance with specifications.

Investigates and develops sources of supply and advises the JROTC coordinator concerning timing and quantity of purchases.

Receives shipments of items and verifies against accompanying shipping documents that the items are in good condition and the quantities are correct.

Manages the JROTC Program supply and equipment accounts.

Reviews regulation manuals, Tables of Distribution and Allowance, and various military catalogs for proper acquisition procedures of authorized supplies and equipment.

Initiates appropriate action to effect changes, additions, or deletions to the authorized Tables of Distribution and Allowance.

Plans and coordinates the annual JROTC encampments in cooperation with other districts for both LAUSD and non-LAUSD students and attends the encampments for the purpose of coordinating facility use and providing logistical support.

Inspects, segregates, stocks, issues, delivers, and tracks items to their designated location and return.

Maintains a computerized inventory of supplies and equipment issued and stocked at the main storage facility and other designated locations.

Conducts routine and special inventories at various storage locations and inspects facilities to ensure that proper accountability and security are maintained.

Returns obsolete, damaged, or surplus supplies and equipment to designated military bases as required.

Prepares vouchers, requisitions, and routine and special reports as required.

Collects payments for lost government property from students and forwards to the appropriate military office.

Initiates Reports of Survey for lost or damaged government property and adjusts accountability records in accordance with survey results.

Assists in the preparation of reports for the annual military supplies and equipment budget.

Provides assistance to JROTC units to insure that proper accountability and security of supplies and equipment are maintained.

Records and monitors all laundry, dry cleaning, and alteration service delivery tickets and assists in securing service contracts.

Coordinates with Army installations on matters pertaining to various aspects of logistical support rendered to the JROTC Program.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Military Property Custodian and Logistician has full responsibility for purchasing and managing the District's JROTC supplies and equipment.

A Warehouse Supervisor assists a Warehouse Manager in directing the personnel and operations of District warehouses.

A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies, materials, services, and equipment for District use.

SUPERVISION

General supervision is received from the JROTC Coordinator. Functional supervision is exercised over the work of assistant property custodians located at senior high schools.

CLASS QUALIFICATIONS

Knowledge of:

- Commodity markets, prices, and sources of supply
- Provisions of the Education Code of the State of California and Federal Civil Code pertaining to purchasing
- Provisions of the U. S. Army Regulations pertaining to purchasing
- Preparation and interpretation of purchase specifications
- Purchasing procedures involved in formal bids
- Military supply nomenclature, regulations, and procedures pertaining to uniforms, arms, and equipment used by the high school JROTC units
- Requirements and methods for storage, security, issuance, care, and cleaning of government property used by JROTC units
- Inventory and maintenance records connected with the receipt and issuance of government property used by JROTC units
- Methods and procedures followed for the accountability of lost, damaged, or destroyed property
- Military regulations, forms, and records required in the requisition, receipt, issuance, and accounting for military property, supplies and equipment
- Basic arithmetic
- Computer software applications, such as Microsoft Excel and Word
- Military property accountability processes and procedures

Ability to:

- Plan, work independently, and carry out assignments from general instructions and meet established deadlines
- Establish and maintain effective working relationships with a large number of military and District staff
- Understand, interpret, and apply military supply and inventory regulations, policies, and guidelines
- Receive, inspect, stock, issue, deliver, and track government property in accordance with strict military guidelines

Keep accurate records, prepare complete reports and maintain proper facilities for government property used by JROTC units
Maintain up-to-date inventory records and generate related reports
Make simple arithmetic calculations
Operate office machines such as personal computers, calculators, and copy machines
Observe safe work practices

Special Physical Requirements:

Safely lift and handle items weighing up to 100 pounds
Ability to stand, stoop, bend, and reach for long periods of time

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Active-duty-retired in honorable status from the U.S. Army.

Three years of supply management experience utilizing Army systems.

One year as a JROTC Army Instructor as certified by the U. S. Army Cadet Command.

Special:

Completion of the Cadet Command JROTC Logistics Course.

Completion of the State of California Designated Subjects Special Subjects (DSSS) Teaching Credential to teach JROTC, is preferable.

A favorable Child Care National Agency Check with Inquires (C-NACI).

A valid California Driver License.

Use of an automobile.

SPECIAL NOTES:

Obtain an associate's degree within five years, per Cadet Command Regulations 145-2

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skills, and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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