



CHRIS DAIGLE
Parish President

DWAYNE BOUDREAUX
Chief Administrative Officer

RANDALL W. DUNN, CPA
Chief Operating Officer

Job Summary

Job Title Fixed Asset Coordinator	Department Finance	Reports to Assistant CFO	Pay Grade 8
Starting Pay Rate \$38,875	FLSA Status Non-exempt	Supervisory Duties No	Work Environment Office; multiple locations

The fixed asset coordinator is a multifaceted role responsible for overseeing asset management, procurement, disposal, facilities maintenance, and logistical support within the parish. This role requires in-office computer work and has some travel throughout the parish.

RESPONSIBILITIES

Job duties include, but are not limited to:

- Maintaining the fixed asset register by adding and deleting assets as they are purchased/disposed of, tracking department assignments and locations of assets, and conducting regular audits of items including vehicles, equipment, and buildings
- Purchasing, stocking, dispensing, and invoicing janitorial supplies for all parish departments
- Managing disposal records for excess, out-of-date, worn-out, or junked items and equipment
- Monitoring and managing inventory levels to meet departmental needs
- Assisting in facility maintenance by keeping building floors clean, emptying trash, sanitizing bathrooms, and clearing the parking lot
- Delivering supplies, equipment, and paperwork to designated departments as needed
- Managing license plates, registrations, and insurance cards for parish vehicles
- Assist with auctions
- Ability to lift 20 pounds
- Perform other duties as needed



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QUALIFICATIONS

- High school diploma or equivalent; associate degree or additional relevant training preferred
- Excellent analytical and problem-solving skills
- Ability to maintain confidentiality and handle sensitive information with discretion
- Strong communication and interpersonal skills
- Detail-oriented with a high level of accuracy

ESSENTIAL WORKER STATEMENT:

Certain positions within this classification may require incumbents to be on-call 24/7. These roles are designated as essential, and individuals may be required to report to work during emergency situations as necessary.

OTHER DUTIES AS ASSIGNED:

Additionally, Employees may be assigned additional responsibilities or tasks as deemed necessary by management to meet the operational requirements of the organization.

EEO STATEMENT

Iberville Parish Government is an Equal Opportunity Employer committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. Hiring decisions are based solely on qualifications, merit, and business needs. If you require assistance during the application process due to a disability, please contact our office for reasonable accommodations.

ABOUT IBERVILLE PARISH

Iberville Parish Government is an administrative body responsible for governing Iberville Parish and serving the members of its community. The parish government oversees various aspects of local governance, including public services, safety, infrastructure, community services, and community development within the parish.