

INVENTORY SPECIALIST

Classification: Technology

Location: Technology

Reports to: Executive Director of Technology

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position's primary responsibility is to maintain a comprehensive electronic or cloud-based system of record for all district asset tagged and barcoded hardware, software, and peripherals including but not limited to laptops, desktops, Chromebooks, monitors, projectors and all processes, procedures for capital and theft assets

Part II: Supervision and Controls over the Work:

Works under the supervision of the Executive Director of Technology. Work is controlled and/or guided by state statute and state administrative code, district policies and procedures, established technology standards, and directions and expectations as established by the administrator.

Part III: Major Duties and Responsibilities:

1. Maintain an accurate inventory of technology equipment by school/site/location/classroom/user. Validate inventory on file and resolve all discrepancies. Establish systems and procedures to track deliveries. Create new systems as needed for efficiency and effectiveness, and train and support site-based technology specialists or designated school staff in their use of the inventory system to accurately keep record who devices are assigned to, the disposition or status such as "out for repair", "lost", "stolen."
2. Perform and/or coordinate asset management identification and tagging, data entry, and recording on all new and existing inventories. Coordinates district technology acquisition and disposition for all district schools and departments technology equipment.
3. Work with technology staff and vendors to track and record shipment data, damages, or discrepancies for reporting, accounting, or recordkeeping purposes. Prepare documents or email notification and processes to route materials. Initiate and follow up on hardware repairs and returns. Communicates with all vendors to resolve questions relating to deliveries or equipment issues. Assists staff in coordinating delivery, storage, installation and support.
4. Physically prepare received inventory for schools, buildings, and coordinating/ overseeing larger scale preparation of equipment with teams (Techs, Media Techs) and facilitating/coordinating the deployment to district sites, etc.

5. Ensure technology inventory items are entered into asset inventory system (i.e. Chromebooks, laptops, desktops, etc.).
6. Maintain process and procedures to track deliveries of IT equipment and track and initiate action on software licenses and renewals.
7. Re-package and label equipment for distribution to unit(s) via courier/mail. Maintain courier log and ensure that pickup and delivery log sheets match equipment inventory totals.
8. Receive, route, and distribute all incoming deliveries.
9. Provide support for staff and parent-guardians as needed (i.e. internet hotspots).
10. Provide reporting as requested by department, district staff, buildings, etc.
11. Provide training for inventory management system and other related tools, processes or resources.
12. Oversee annual district wide barcoded and asset tagged IT equipment including but not limited to laptops, Chromebooks, radios, wall mounted monitors, etc.
13. Coordinate IT equipment recycling and surplus. Assist Executive Director in creating standard operating procedures for equipment that is out of support, warranty or beyond its useful life.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Must have at least two (2) years of education beyond a high school degree in business and technology related fields of study or comparable equivalent in job experience.
- Minimum of two (2) additional years job related inventory experience which demonstrates ability to work independently with a minimum of supervision and to function in a dynamic, fast paced, continually changing environment with frequent interruptions; recency and substance of work experience will be considered in determining applicant qualifications.
- Working knowledge and demonstrated experience of ability to work fluently with spreadsheets, databases and cloud-based applications (ex: Google Apps and inventory management systems). Ability to operate office machines/equipment to include computer, multi-functional printer and barcode scanner.

- Experience which demonstrates excellent customer service abilities, interpersonal skills, team player attitude, and the ability to manage challenging situations in a calm and professional manner.
- Ability to interact professionally with the public, business and district staff in speaking and in writing.
- Experience which demonstrates a high level of attention to, and management of, detailed information.
- Ability to interpret written/oral directives and to apply district rules, regulations, procedures, and policies.
- Experience which demonstrates excellent problem solving, analytical, and conflict resolution skills and the ability to think quickly.
- Experience which demonstrates strong organizational skills and the ability to meet deadlines.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry, or distraught. In such interactions, employee must be able to maintain control, decorum, and professionalism.