

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FACILITIES/GROUNDS/OPERATIONS

4253 Senior Inventory Specialist

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**JOB TITLE:** SENIOR INVENTORY SPECIALIST

**REPORTS TO:** Supervisor of Central Stores

#### NATURE AND SCOPE OF JOB:

The Senior Inventory Specialist assists the Supervisor of Central Offices with the care, storage and delivery of warehouse merchandise.

#### QUALIFICATIONS:

The Senior Inventory Specialist shall:

1. Have graduated from a four-year high school program.
2. Computer literate.
3. Must be proficient in basic mathematics.
4. Must be able to communicate effectively in English.
5. Must be able to operate most types of warehouse equipment and machinery.
6. Must be able to lift seventy (70) pounds.
7. Prior warehouse experience a plus.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

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11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Employment interview.

### **EMPLOYMENT TERMS:**

The Senior Inventory Specialist shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Senior Inventory Specialist shall:

1. Maintain computerized and manual files for tracking inventory.
2. Oversee unloading of trucks and placing of inbound material in assigned areas.
3. Oversee processing of inbound material for shipping or storage.
4. Oversee loading of trucks according to shipping documents.
5. Assist in the organization of the warehouse.
6. Inventory of all merchandise on a periodic basis.
7. Process district records for storage or scrapping.
8. Assist in the collection of unwanted material from all facilities and dispose of in accordance with district policy.
9. Assist in packing and delivery of various orders.

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10. Be flexible to work beyond normal work hours and workweek.
11. Operate electronic and other equipment needed to carry out job functions and responsibilities.
12. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
13. Perform any duties and responsibilities that are within the scope of employment as assigned by the Supervisor of Central Stores.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### EVALUATION:

The Supervisor of Purchasing and Supervisor of Central Stores shall evaluate the Senior Inventory Specialist in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Dennis Clancy

Approved

8-4-2004

Date

Signature on file in Human Resource Services.