

**CLASS SPECIFICATION
Inventory Control Technician**

GENERAL PURPOSE

Under general supervision, monitors stock levels of materials, supplies and goods in the District's warehouse to ensure maintenance of stock within designated limits; assists in resolving inventory and purchasing problems; records stock item data and maintains District stock/equipment inventory records; performs a variety of routine to moderately complex warehouse and distribution activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Inventory Control Technician performs specialized duties related to warehouse inventory control. Incumbents are responsible for monitoring available quantities of asset and capital stock within the District's warehouse to ensure maintenance of stock within designated limits and for maintaining and updating inventory records. Incumbents also perform a variety of warehouse and distribution activities and assist in processing purchase orders.

Inventory Control Technician is distinguished from Senior Warehouse Worker in that incumbents in the former class specialize in performing warehouse inventory control functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs computerized and physical monitoring and organization of available quantities of asset and capital stock within the District's warehouse; maintains and updates inventory database records; makes daily adjustments to computer reports; submits detailed reports on inventory levels as requested; works with accounts payable to develop and update templates for use in the County's capital asset system; coordinates with procurement staff, warehouse personnel, vendors and site administrators to resolve purchasing/inventory problems and increase the overall effectiveness of the District's inventory management process.
2. Processes purchase orders; verifies compliance with pertinent laws, regulations, codes, District policies and standards and reviews information to ensure it is complete, accurate and order parameters are clear and understood; contacts school or department representatives to clarify or obtain additional information; makes corrections to orders as needed; organizes orders for efficient action and response; generates and makes changes or adjustments to purchase orders; checks the status of orders with vendors as needed.
3. Engages in a variety of warehouse and distribution activities; ensures that incoming shipments meet District needs and quality standards; tags inventory and documents identification according to established procedures; assists in receiving, inspecting and reconciling shipments to purchase orders; identifies, reports and processes problem orders according to established procedures; operates a

forklift or pallet jack to load, unload and move items; checks in, receives and labels items; locates, pulls and packages requested items to accurately and efficiently fill orders; as needed, operates a delivery vehicle and, in a professional, timely and safe manner, delivers orders to and picks up items from schools and sites; completes paperwork and forwards to accounts payable; maintains warehouse in a safe, clean, orderly condition and follows safety and sanitation policies and procedures.

4. Assists in performing physical monitoring of available quantities stock within the District's warehouse; assigns storage location for received goods; stocks and arranges shelves; rotates stock as needed; assists in collecting and storing surplus supplies and equipment; participates in periodic inventories.
5. Receives and initiates telephone contacts with District departments and sites and with vendors concerning inventory management problems.
6. Organizes, completes, maintains, reviews and updates relevant records, files, lists, logs, forms and other documentation; accurately enters data into computer system.

OTHER DUTIES

1. Provides work direction to warehouse staff, as needed.
2. May act as Warehouse Supervisor in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, techniques and regulations related to public sector procurement and inventory management.
2. Sources and types of products, commodities and services used by a school district.
3. District policies and processes pertinent to inventory control.
4. Packaging, shipping, receiving and storing practices, procedures, methods and techniques.
5. Basic warehouse, work practices, safety, security, health and sanitation procedures relevant to the storage and distribution of food, materials, textbooks, supplies and other items purchased and stored by a school District.
6. Principles and practices of sound business communications and records management.
7. Computerized inventory systems and software applications.
8. Methods of conducting product and vendor research.
9. Traffic and safety laws and safe driving techniques.
10. Proper lifting techniques.

Ability to:

1. Define and analyze inventory problems, evaluate alternatives and develop sound independent conclusions and recommendations in accordance with regulations and District policies.

2. Analyze inventory data and manipulate inventory databases/systems.
3. Determines most appropriate method to collect, analyze and correct inventory data.
4. Operate warehouse equipment and vehicles, including a delivery truck, forklift and pallet jack.
5. Perform heavy physical labor.
6. Read and understand maps and delivery directions.
7. Observe legal and defensive driving practices.
8. Communicate effectively both orally and in writing.
9. Understand, interpret, apply and explain applicable codes and policies.
10. Present technical information clearly, logically and persuasively.
11. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
12. Use tact and diplomacy in dealing with sensitive situations and concerned staff and vendors.
13. Establish and maintain effective working relationships with District management, staff, vendors and other encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; minimum of one years of experience in performing routine warehouse and distribution functions; and at least one year of experience performing inventory control and analysis; or some combination of education, training and experience that produces the requisite knowledge and ability. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet.

Employees also work in the District's warehouse, and the noise level can occasionally be loud.

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