LAKE ELSINORE UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Inventory and Asset Control Specialist
REPORTS TO: Director II, Purchasing Services
DEPARTMENT: Purchasing Services
CATEGORY: Classified Bargaining Unit
FLSA: Non-Exempt
RANGE: 52
ISSUED: November 13, 2025
WK DAYS/YEAR: 244 Days

JOB PURPOSE STATEMENT:

Under the direction of the Director II of Purchasing Services or Designee, the Inventory and Asset Control Specialist Technician position performs a variety of clerical and labor-oriented duties related to maintaining District assets and inventory. This position combines technical accounting functions with hands-on warehouse operations to ensure compliance with federal, state, and District requirements for property management and records retention.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties.

1. Provides proper tracking and control of District property and maintains an inventory of non-capitalized equipment including, but not limited to, equipment receiving, fixed asset tagging, data entry, retention of records, time of acquisition, date and mode of disposition in accordance with Education Code 35168.
2. Conduct Districtwide physical inventory of all fixed assets in compliance with Board Policy Regulation 3440: Inventories.
3. Ensures complete data entry in the Asset Management System and follows up with school sites and departments to verify asset information/specifications (manufacturer, model/serial numbers, location).
4. Assist school sites and district departments with fixed asset tagging (warehouse or on-site).
5. Develop and maintain reporting procedures and internal controls to ensure accurate record-keeping
6. Executes purchasing policies and procedures in accordance with school district laws and regulations.
7. Receives, reviews, and processes purchase requisitions and orders, checking for accuracy, completeness and authorized signatures relating to assets.
8. Advises schools and departments as to current purchasing procedures, use of forms and purchasing restrictions.
9. Coordinates disposal of used properties through various means (auction, recycling, sale, etc.).
10. Prepares comprehensive reports and documents related to inventory levels, asset locations, depreciation schedules, and disposition activities to be submitted to the Board of Trustees for approval.

11. Maintains various warranty/service contracts for equipment (furniture, vehicles, generators, etc.).
12. Responds to inquiries from district staff and external parties regarding fixed asset inventory and locations.
13. May act in a receiving capacity for the warehouse.
14. Attend meetings, conferences, and workshops to gather and convey job-related information.
15. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Purchasing Services.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

1. Principles and practices of inventory control, asset management, and warehouse operations
2. Accounting and bookkeeping principles, mathematical calculations and cost analysis
3. Federal, state, and district regulations related to asset management and records retention
4. Sophisticated and specialized computer applications including inventory software and spreadsheets
5. Safety procedures and protocols for warehouse environments
6. Operating standard office equipment and warehouse machinery

Skills:

1. Keyboard text at an acceptable rate of speed
2. Operate standard office equipment
3. High level of proficiency with Microsoft Excel or equivalent spreadsheet software
4. Use of software such as Microsoft Office Suite and fiscal/accounting systems to reconcile and analyze inventory
5. Correct English usage in both written and verbal forms
6. Correct spelling, grammar, and punctuation
7. Exercise independent judgment and problem-solving related to purchasing activities
8. Work independently and maintain high standards of workmanship, including maintaining confidentiality
9. Prioritize and plan work
10. Perform basic arithmetic calculations

Ability to:

1. Maintain accurate asset control and inventory systems
2. Work independently with minimal supervision while following established procedures
3. Frequent travel to various District locations
4. Establish and maintain effective working relationships with diverse groups
5. Meet deadlines and manage multiple priorities simultaneously
6. Analyze data and resolve discrepancies
7. Work as part of a team and coordinate activities across departments
8. Adapt to changing work priorities and procedures
9. Sit for prolonged periods
10. Identify and correct errors in a variety of mathematical computations and purchasing documents.
11. Perform a physical inventory of warehouse stock.
12. Meet schedules and timelines and requirements for emergency orders.
13. Participate in team building and maintaining a professional work environment
14. Establish and maintain cooperative and effective working relationships with others, including students, staff and the public.
15. Interact with persons of different age groups and cultural backgrounds

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education and Experience:

1. High school diploma or equivalent required, supplemented by college level coursework or certifications in business, purchasing, supply management or related field. Associates Degree or higher preferred.
2. Minimum of 3 years of increasingly responsible experience in inventory control, and/or asset management, purchasing, and receiving.

LICENSE REQUIRED:

Possession of a valid California Driver's License and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

1. Pass the District's applicable Proficiency Exam for the job class with a satisfactory score.
2. After offer of employment, obtain:
    a) Criminal Justice and FBI Fingerprint Clearance at candidate's expense
    b) Negative pre-employment drug screen test through District's provider at District's expense
    c) Pre-employment physical exam at District's expense
    d) Negative TB test result at candidate's expense plus periodic post-employment retest (currently every four years) as required through District's provider at District's expense
    e) Forklift Training and Certification at District's expense

Working Conditions:

Work is performed in both office and warehouse environments. Regular exposure to dust, fumes, and varying temperatures may occur. Safety equipment including gloves, safety glasses, and protective clothing may be required. Position involves both sedentary office work and active physical labor.

Physical Abilities:

1. Work is primarily indoors and requires sitting for extended periods.
2. Typical school/office environment, including, offices, classrooms, playground, multi-purpose rooms, etc.
3. Lifting/carrying/pushing/pulling up to 50lbs unassisted and 51lbs or more assisted.
4. Working at heights and climbing ladders
5. Ability to sit, stand, walk, climb, balance, stoop, kneel, and crouch as required
6. Pushing or pulling; walking; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling, or crouching
7. Exposure to fumes, dust, and odors
8. Hearing and speaking to exchange information
9. Dexterity of wrists, arms, shoulders, hands, and fingers to operate a computer keyboard, maintain paper files and documents, conduct warehouse inventories, and other assigned duties
10. Visual acuity to see/read documents and computer screens, and product labels
11. Hearing adequate for normal and telephone conversations

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.