



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>INVENTORY CONTROL TECHNICIAN</u>			
DEPARTMENT/SITE:	Logistics Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	26 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Warehouse Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform a variety of technical duties involved in the receipt, identification, processing, distribution, and inventory control of general fixed assets and furniture for the District; utilize a computer to input and process data, maintain automated records and files, and generate computerized reports, documents, and barcodes. The incumbents in this classification assist in supporting students by ensuring supplies, technology equipment, and furniture are accessible which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of technical duties involved in the receipt, identification, processing, and inventory control of general fixed assets and furniture for the District; ensure accurate and timely distribution and accounting of fixed assets; ensure compliance with District standards and procedures.

Receive, unload, and inspect shipments of capital equipment and other fixed assets for damage and conformity to purchase order specifications and packing slips; review shipments to identify fixed assets and verify accuracy; prepare, assign, and affix identification and barcode labels to fixed assets.

Input and update a variety of fixed assets, inventory, and other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, and generate computerized lists, labels, and reports; ensure accuracy of input and output data.

Assist end users with scheduling services, via computer system, to maintain site functionality.

Monitor inventory levels of the District's fixed assets, computers, and furniture; coordinate and conduct regular and periodic inventories; maintain, coordinate, and monitor inventory control data and information; identify and resolve discrepancies related to fixed assets and inventory control.

Load/unload, store, and prepare general fixed assets and furniture for delivery; pull, pack, sort, transfer, and ship items to various District locations according to established procedures; arrange, prioritize, and schedule deliveries to schools and other sites; prepare and process related forms and paperwork.

Compile, verify, and evaluate a variety of fixed asset inventory data and information; prepare and maintain logs, records, reports, and files related to fixed assets, District property, inventory, deliveries, transfers, losses, telephone user profiles, surplus, and assigned activities.

Process cellular phones as needed; input and update related information in an assigned computer system; maintain and update computerized cell phone user databases.

Coordinate, prepare, and arrange for the online sale, redistribution, disposal, or recycling of surplus general fixed assets and furniture for the District as necessary; identify and prepare lists of obsolete items, excess furniture, and broken equipment.

Operate a variety of office equipment including a copier, fax machine, computer, and assigned software; utilize a variety of warehouse equipment including a forklift, pallet jack, hand truck, and furniture dollies.

Assist with various warehouse operations and activities as needed; participate in receiving, sorting, opening, inspecting, loading, and unloading warehouse stock; drive a District vehicle to pick up and deliver goods; travel to school and other District sites to conduct inventory activities as needed.

Sign for incoming shipments as needed; contact vendors and appropriate District personnel regarding shortages, damaged goods, or other discrepancies.

Assist in warehouse operations in the absence of the Warehouse staff.

Maintain warehouse, District delivery vehicle, and other assigned areas in a clean, orderly, and safe condition.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, procedures, and terminology used in warehouse operations.
- Inventory control practices, procedures, and techniques related to fixed assets.
- Practices, procedures, terminology, and techniques involved in the receipt, issuing, distribution, and tracking of equipment, furniture, and other fixed assets.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Policies and objectives of assigned programs and activities.
- Data control procedures and data entry operations.
- Operation of a forklift, pallet jack, and other warehouse equipment.
- Health and safety regulations.
- Record retrieval and storage systems.
- Mathematical calculations.

ABILITY TO:

- Perform a variety of technical duties involved in the receipt, identification, processing, distribution, and inventory control of general fixed assets, computers, and furniture for the District.
- Utilize a computer to input and process data, maintain automated records and files, and generate computerized reports, documents, and barcodes.
- Ensure accurate and timely distribution and accounting of fixed assets.
- Review shipments to identify fixed assets and verify accuracy.
- Prepare, assign, and affix identification and barcode labels to fixed assets.
- Pull, pack, load/unload, sort, transfer, and ship fixed assets to various District locations.
- Maintain, coordinate, and monitor inventory control data and information.

Utilize space efficiently and effectively.
Operate a computer and assigned software.
Observe health and safety regulations.
Perform mathematical calculations with speed and accuracy.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of increasingly responsible warehouse, inventory control, or related experience involving computer operations, data processing, and record-keeping functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver 's license.
Maintain qualification for automobile insurance coverage.
Valid Forklift Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment with exposure to various weather conditions.
Driving a District vehicle to conduct work.
Regular exposure to fumes, dust, and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
Use of ladders.
Reaching overhead, above the shoulders, and horizontally.
Bending at the waist, kneeling, and crouching.
Heavy physical labor.
Walking.

HAZARDS:

Working around and with machinery having moving parts.
Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Rev: 8/94, 9/96, Title change 10/10 (Ewing)
2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24