

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: INVENTORY CONTROL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the receipt, identification, processing and inventory control of general fixed assets and furniture for the District; assure accurate and timely circulation and accounting of fixed assets; assure 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 asset, 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; assure accuracy of input and output data.

Monitor inventory levels of the District's fixed assets 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.

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.

Program new and existing cellular phones as needed; add, edit and delete call lists; input and update related information in an assigned computer system; maintain and update computerized cell phone user database.

Coordinate, prepare and arrange for the 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, typewriter, 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 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.

Oversee warehouse operations in the absence of the Warehouse Supervisor or Storekeepers.

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

OTHER DUTIES:

Perform related duties as assigned.

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.

Interpersonal skills using tact, patience and courtesy.

Operation of a fork lift, pallet jack and other warehouse equipment.

Health and safety regulations.

Record retrieval and storage systems.

Mathematic computations.

ABILITY TO:

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.

Assure accurate and timely circulation 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, sort, transfer and ship fixed assets to various District locations.

Maintain, coordinate and monitor inventory control data and information.

Utilize space efficiently and effectively.

Meet schedules and time lines.
Operate a computer and assigned software.
Observe health and safety regulations.
Work independently with little direction.
Oversee warehouse operations in the absence of the Warehouse Supervisor or Storekeepers.
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 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.
Driving a 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.
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.