

CLASS TITLE: INVENTORY CONTROL

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, perform a variety of clerical duties involved in the receipt, identification, processing, distribution, and control of general fixed assets for the District; utilize a computerized system to input and output data; generate computerized reports, documents and labels.

REPRESENTATIVE

ESSENTIAL DUTIES:

Perform a variety of clerical duties involved in the receipt, identification, processing and inventory control of general fixed assets and furniture for the District; coordinate and monitor accounting of fixed assets; assure compliance with District policy.

Receive, unload and conform to purchase orders, verifications and packing slips; review shipments; identify fixed assets and verify accuracy; prepare tags, assets and asset identification labels for fixed assets.

Input and update a variety of information into established computerized systems; generate computerized lists, labels and reports; assist in the input and output data.

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

Store and prepare fixed assets and furniture for delivery, pack, unpack, and prepare for deliveries to schools and other sites; prepare for the return of items.

Compile, verify and evaluate a variety of fixed asset inventory information; prepare and maintain logs, records, reports and files related to fixed assets; process, report, and file transfers, losses, telephonic reports, surplus situations, signed certificates.

Program new and existing cellular phones as needed; add, edit and delete information related to information management systems; maintain and update the information database.

Coordinate, prepare and arrange for the sale, redistribution, disposal or recycling of surplus 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 assigned software and equipment including a terminal, and furniture.

Assist with various warehouse operations and activities as needed: participate in receiving, opening, inspecting, loading and unloading goods; travel to school and other District sites

Sign for incoming shipments and report shortages, damaged goods or other discrepancies

Oversee operations in

Maintain warehouse

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 equipment
- Use of tools and equipment
- Operation of a computer and assigned software
- Receiving and reporting procedures
- Interpersonal skills
- Oral and written communication skills
- Policies and objectives of assigned
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a forklift
- Health and safety regulations
- Proper inventory storage
- Mathematic computations.

ABILITY TO:

- Perform inventory control operations and inventory control of goods
- Utilize computer to input and process data, maintain computer records and files and
- computer operations
- Assure accurate and timely circulation and receipt of goods
- Review shipments to identify fixed assets and verify accuracy.
- Prepare, assign and identify
- Pull, pack, sort, transfer and ship fixed assets to various District locations.
- Maintain records and
- Utilize space efficiently and effectively.

Inventory Control Technician - Continued

Meet scheduled inventory control audits.
Operate a computerized inventory control system.
Observe health and safety regulations.
Work in a warehouse environment.
Oversee warehouse operations in the absence of the Warehouse Supervisor or Storekeeper.
Communicate effectively with other employees.
Establish and maintain cooperation with other employees.

EDUCATION

Any combination equivalent to graduation from high school or warehouse, inventory control or related experience including operations data recording and reporting.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

Multitasking.

Valid Forklift License.

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Regular exposure to fumes and dusts.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of warehouse equipment.

Hearing and response to auditory signals.

Seeing and response to visual signals.

Sitting or standing for extended periods of time.

Regularly lifting and moving boxes and materials.

Reaching overhead, above shoulders.

Bending, twisting at the waist, kneeling or crouching.

Heavy physical effort.

Walking.

HAZARDS:

Working around and with machinery having moving parts.

Tramcar hazards.