

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INVENTORY CONTROL [PARTS TECHNICIAN] ACCOUNTANT

SALARY SCHEDULE: SSP11

COST CENTER: TELECOMMUNICATION [AND NETWORK SYSTEMS] (9060)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience and/or education in basic electronics.
- (3) Minimum of three (3) years in procurement and inventory control in a large company wide system.
- (4) Understand and able to use purchase order and work order systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic terminology. Ability to work under stress to meet critical deadlines. Accurate computer skills and proficiency to complete forms and create letters and memoranda. Knowledge of general office and record keeping procedures, including computer printout interpretation. Ability to [communicate effectively with District personnel, vendors and the public with poise, tact and courtesy.] effectively communicate with supervisor, associate employees, contractors, vendors and school employees.

REPORTS TO:

[Communications] Telecommunications and Security Support Manager

JOB GOAL

To work with departmental personnel, vendors, and school district personnel in ordering and tracking all parts for the Telecommunications and Network Systems Department, obtain price quotes, follow-up on orders, and maintain an accurate inventory of parts and materials.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Obtain parts requested by technicians from all crafts in the department at the lowest price by soliciting quotes from vendors.
- * (2) Report shortages, damages, and discrepancies, to the appropriate vendor and arrange for corrections.
- * (3) Oversee shipping and receiving for the department. Report damage claims to carriers, make arrangements for inspections, complete necessary paperwork and complete final disposition of settlement.
- * (4) Check invoice approval forms for accuracy before processing.
- * (5) Coordinate with the department non-degreed accountant in the preparation of purchase orders and payment of invoices.
- * (6) Maintain an accurate inventory and insure an adequate supply of spare parts on hand.
- * (7) [Work with the administrator of the work order system to insure accuracy; run reports on a regular basis for the administrator of the current status of pending work orders.] Accurately track materials, supplies and parts in the School District's facilities management system.
- * (8) Collect information for purchase of maintenance agreements for equipment throughout the district.
- * (9) Maintain an equipment file on all equipment purchased by the department
- * (10) Handle correspondence, as necessary, related to purchasing and/or ordering of parts and equipment.
- * (11) Promote harmonious relations with vendors and schools.
- * (12) Prepare all required reports and maintain all appropriate records.
- * (13) Maintain positive relationships with staff and vendors.

INVENTORY CONTROL [PARTS TECHNICIAN] ACCOUNTANT (Continued)

- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Provide for a safe and secure workplace.
- *(16) Model and maintain high ethical standards.
- *(17) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Follow all School Board policies, rules and regulations.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Demonstrate support for the School District and its goals and priorities.
- *(23) Maintain confidentiality regarding school matters.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force daily and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities