

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### INVENTORY CONTROL TECHNICIAN

**SALARY SCHEDULE:** [M3] SSP-11

**COST CENTER:** MATERIALS MANAGEMENT SERVICES

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years successful warehouse experience.
- (3) Minimum of two (2) years computer experience.
- (4) Must receive a minimum score of 65 on the Excel test.
- (5) Minimum of one (1) year experience operating a forklift and pallet jack on a daily basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of general office and record keeping procedures, including computer printout interpretation. Ability to operate a forklift and pallet jack. Ability to coordinate warehouse shipments with vendors. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Possess a good driving record and appropriate licensure.

**REPORTS TO:**

Purchasing and Fixed Assets Manager [Director of Materials Management/Designee]

#### JOB GOAL

To provide for the receipt, storage, and distribution of materials and supplies in an effective and efficient manner.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Receive, inspect, and verify incoming deliveries as to quantity and condition for warehouse stock and other materials shipped to the Purchasing w [W]arehouse.
- \* (2) Report any shortages, damages, and discrepancies to the Warehouse Specialist.
- \* (3) Report damage claims to carriers, make arrangements for inspections, complete necessary paperwork and complete final disposition of settlement.
- \* (4) Notify the Fixed Assets Accounting Department of receipt of equipment requiring inventory control and prepare equipment for tagging by Fixed Assets personnel. Arrange for delivery of equipment by w [W]arehouse personnel or contracted moving company.
- \* (5) Prepare a systematic plan of storage and organize warehouse to provide maximum optimization of space and insure "first-in, first-out" usage of inventory.
- \* (6) Arrange for periodic spot checks of materials and supplies and advise the Warehouse Specialist, as needed.
- \* (7) Assist in determining inventory levels for current stock items.
- \* (8) Assist in testing and evaluation of proposed products to be stocked.
- \* (9) Assist with the annual physical inventory.
- \* (10) Arrange for the maintenance of the warehouse storage areas on a scheduled basis.
- \* (11) Pull and prepare department and school orders.

**INVENTORY CONTROL TECHNICIAN (Continued)**

- \* (12) Coordinate maintenance/repairs on all equipment, i.e. forklifts, pallet jacks, scrubbers, etc., utilized in the Purchasing warehouse.
- \* (13) Coordinate all deliveries into the Purchasing warehouse.
- \* (14) Assist the Warehouse/Deliveryman Leadman in coordinating delivery of pulled orders to insure timely and efficient service.
- \* (15) Assist and serve as backup for the Warehouse Specialist, as required.
- \* (16) Demonstrate initiative in the performance of assigned responsibilities.
- \* (17) Provide for a safe and secure workplace.
- \* (18) Model and maintain high ethical standards.
- \* (19) Follow attendance, punctuality, and proper dress rules.
- \* (20) Maintain confidentiality regarding school matters.
- \* (21) Maintain positive relationships with staff and vendors.
- \* (22) Participate in workshops and training sessions, as required.
- \* (23) Communicate effectively with staff and vendors.
- \* (24) Keep supervisor informed of potential problems or unusual events.
- \* (25) Respond to inquiries and concerns in a timely manner.
- \* (26) Prepare all required reports and maintain all appropriate records.
- \* (27) Follow all School Board policies, rules, and regulations.
- \* (28) Exhibit interpersonal skills to work as an effective team member.
- \* (29) Demonstrate support for the School District and its goals and priorities.
- \* (30) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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. 01**

\*Essential Performance Responsibilities