

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