

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, issuing, distribution, and return of equipment and materials for the District; utilize a computerized inventory system to input and output data; generate computerized reports, documents and labels.

REPRESENTATIVE

ESSENTIAL DUTIES:

Perform a variety of clerical duties involved in 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 inspect incoming shipments; verify quantities and quality of goods for conformity to purchase orders, specifications and packing slips; review shipping documents; identify fixed assets and verify accuracy; prepare tags, labels and identification numbers for fixed assets.

Input and update a variety of data into the District's computerized inventory system; establish and maintain accurate computerized lists, labels and reports; assist in the input and output of data.

Monitor inventory levels of the District's fixed assets; coordinate and monitor periodic inventories; maintain and coordinate 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 inspect; make deliveries to schools and other sites; and prepare for the return of equipment.

Compile, verify and evaluate a variety of fixed asset inventory information; prepare and maintain logs, records, reports and files related to fixed assets; and assist in the processing, transfers, loss, repairs, replacements, surplus activities, signed certificates.

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, procedures and terminology used in warehouse operation
- Inventory control practices, procedures
- Procedures for inspecting and tracking of equipment, inventory
- Operation of a computer and assigned software
- Receiving and reporting procedures
- Interpersonal communication 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
- Procedures for storage
- Mathematic computations.

ABILITY TO:

- Perform inventory control and inventory control of goods
- Utilize computer to input and process data, maintain computer records and files and
- computer operations and maintenance
- Assure accurate and timely circulation and receipt of goods
- Review shipment 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.

- Meet schedule
- Operate a computer
- Observe health and safety regulations
- Work in a noisy environment
- Oversee warehouse operations in the absence of the Warehouse Supervisor or Storekeeper
- Communicate effectively
- Establish and maintain cooperation

EDUCATION:

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

LICENSURES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Multitasking
- Valid Forklift

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 vision
- Seeing and hearing
- Sitting or standing for extended periods of time.
- Regularly lifting
- Reaching overhead, above
- Bending at the waist, kneeling and
- Heavy physical
- Walking.

HAZARDS:

- Working around and with machinery having moving parts
- Tramcar hazards.