



PERSONNEL COMMISSION

Class Code: 5126
Salary Range: 20 (C1)

INVENTORY CONTROL TECHNICIAN

JOB SUMMARY

Under general direction, perform capital or stock inventory control work in support of the District's purchasing function; prepare and maintain computerized inventory records and reports; coordinate and perform mandated inventories; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform capital or stock inventory control work in support of the District's purchasing function; assure compliance with applicable laws, codes, rules and regulations. **E**
- Generate and review reports to identify new stock items and items needing replenishment; notify Purchasing Agents of need to replenish stock. **E**
- Prepare Request-For-Quote (RFQ) forms for stock items; distribute to various vendors to obtain best prices, discounts and freight charges on items; process RFQ's and enter data into computer; maintain related files; monitor status of orders. **E**
- Input data for change notices as needed; identify and secure appropriate authorized signatures in accordance with established procedures. **E**
- Maintain and issue the District's stock catalog; issue periodic bulletins regarding changes to stock catalog items; type stock cards. **E**
- Process credit requisition forms for returned stock items; verify information and maintain related logs. **E**
- Coordinate and perform mandated physical fixed asset inventories; upload scanned inventory information into computerized system; assure accuracy and completeness of physical inventory reports. **E**
- Process new fixed assets; mark and identify District property; expedite marking of equipment replaced under warranty; issue and track inventory tags for purchased and donated equipment. **E**
- Prepare and maintain computerized records of the District's fixed asset or stock inventory; add, modify and delete fixed assets and stock items in the computerized inventory system; enter acquisition date, inventory numbers, grant funds and location. **E**

- Review and process inspection reports, loss reports and equipment transfer forms; verify accuracy of inventory numbers, description and location; assure necessary approvals; enter changes and remove disposed items from computerized inventory system. ***E***
- Confer with Accounting and Warehouse staff regarding the annual equipment inventory; make adjustments to computerized records to reflect current inventory status. ***E***
- Prepare monthly surplus bid list and record sales; track the status and disposition of equipment; remove surplus items from the computerized fixed asset inventory system. ***E***
- Communicate with vendors, other District departments and requestors to exchange information and resolve issues; contact vendors to obtain information such as current pricing, delivery timelines and availability. ***E***
- Initiate and receive telephone calls; screen and route calls; take and relay messages; explain purchasing policies and procedures and provide information according to established guidelines; resolve issues as appropriate. ***E***
- Compose correspondence independently or from oral instructions; create forms which facilitate workflow; type records, requisitions and other materials from straight copy, rough drafts or oral instructions, review, proofread and verify accuracy of documents. ***E***
- Prepare and maintain a variety of records, logs and files related to assigned activities; compile data for inclusion in reports; prepare and revise lists, files and records; receive, date stamp and distribute mail and purchasing documents. ***E***
- Operate a variety of office equipment including a copier, fax machine, calculator, typewriter and a computer and assigned software. ***E***
- Attend and participate in a variety of meetings and trainings; serve on assigned committees; drive a vehicle to conduct work and attend meetings. ***E***
- Provide assistance to other department divisions and staff as requested to assure smooth and efficient office operations. ***E***
- Train and provide work direction and guidance to clerical staff.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are assigned to perform capital or stock inventory control work in support of the District's purchasing function. Incumbents prepare and maintain computerized records of the District's fixed asset or stock inventory and adjust status of items or equipment.

EMPLOYMENT STANDARDS**Knowledge of:**

General perpetual and physical inventory control practices, methods and systems.
General purchasing and accounting practices and terminology.
Modern office practices, procedures and equipment.
Use and processing of requisitions, purchase orders, invoices, bids, contracts and related purchasing documents.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Methods of compiling data and preparing reports.
District organization, operations, policies and objectives.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Mathematical computations.

Ability to:

Perform capital or stock inventory control work in support of the District's purchasing function.
Interpret, apply and explain applicable laws, codes, rules, regulations, policies and procedures.
Answer telephones and greet the public courteously.
Maintain records, logs and files.
Compile, verify and prepare data for records and reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Make generalizations, evaluations or decisions without immediate supervision.
Compose correspondence and written materials independently.
Train and provide work direction and guidance to others.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment including a computer and assigned software.
Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent. College-level coursework in purchasing, business administration or a related field is highly desirable.

Experience:

Two years of experience involving maintaining computerized inventory records of supplies and equipment or one year of experience as a Purchasing Assistant with the Long Beach Unified School District.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and warehouse environment.
Exposure to fumes, dust and odors.
Working around and with machinery having moving parts.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling objects weighing up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

DATE 3/6/2008