

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****INVENTORY CONTROL TECHNICIAN****SALARY SCHEDULE: 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:**

Warehouse Specialist

**JOB GOAL**

To provide for the receipt, storage, and distribution of instructional, office, surplus, and media for the District 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 warehouse.
- \* (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 warehouse 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) Pull and prepare department and school orders for delivery.
- \* (10) Assist with the weekly cleaning of the warehouses, to include Fixed Assets, Record Retention, and Purchasing.
- \* (11) Assist with opening and closing of the warehouses as required.

**INVENTORY CONTROL TECHNICIAN (Continued)**

- \* (12) Assist with organization of surplus property.
- \* (13) Receive, verify, and store all records received from schools/departments.
- \* (14) Assist with the annual physical inventory.
- \* (15) Arrange for the maintenance of the warehouse storage areas on a scheduled basis.
- \* (16) Coordinate maintenance/repairs on all equipment, i.e. forklifts, pallet jacks, scrubbers, etc., utilized in the Purchasing warehouse.
- \* (17) Assist with the coordination of deliveries into the Purchasing warehouse.
- \* (18) Assist and serve as backup for the Warehouse Specialist, as required.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Provide for a safe and secure workplace.
- \* (21) Model and maintain high ethical standards.
- \* (22) Follow attendance, punctuality, and proper dress rules.
- \* (23) Maintain confidentiality regarding school matters.
- \* (24) Maintain positive relationships with staff and vendors.
- \* (25) Participate in workshops and training sessions, as required.
- \* (26) Communicate effectively with staff and vendors.
- \* (27) Keep supervisor informed of potential problems or unusual events.
- \* (28) Respond to inquiries and concerns in a timely manner.
- \* (29) Prepare all required reports and maintain all appropriate records.
- \* (30) Follow all School Board policies, rules, and regulations.
- \* (31) Exhibit interpersonal skills to work as an effective team member.
- \* (32) Demonstrate support for the School District and its goals and priorities.
- \* (33) Sustained focus and attention to detail for extended periods of time.
- (34) 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