

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INVENTORY CONTROL SPECIALIST (Range 22)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, will perform a variety of specialized assignments relating to inventory systems. Receive and enter stock supplies in the computer; perform accounting-clerical work of above average difficulty.

#### **REPRESENTATIVE DUTIES:**

Determine appropriate quantities of stock, prepare and review reordering of stock according to established procedures and guidelines. *E*

Research to determine sources of supply, obtain detailed specifications and shipping and delivery information. *E*

Contact vendors regarding delivery of stock, discrepancies in invoices, statements or deliveries. *E*

Operate a computer terminal to maintain a variety of inventory systems, databases, files, catalogs and manuals related to the District warehouse function; provide complete and accurate inventory records for the District; maintain fixed asset inventory as assigned. *E*

Receive and enter stock supplies in the computer, verify prices, inspect amount received for accuracy and cross-reference purchase orders. *E*

Manage services contracted with outside supplier to facilitate the installation of stocked computer systems. *E*

Monitor and facilitate intra-district movement/tracking of stocked textbooks/instructional materials. *E*

Assign new stock numbers and maintain integrity of stored inventory. *E*

Provide or obtain information regarding inventory, purchase orders, shortages and related information. *E*

Operate a computer to input requisitions and purchase orders for supply orders. *E*

Perform comprehensive and complex accounting/technical work of above average difficulty; cross-reference accounting data with bookkeeping and maintain efficient and effective recordkeeping and audit trails in accordance with prescribed accounting systems and policies. *E*

Post and maintain budgetary and financial records for warehouse purchases. *E*

Maintain District software & data bases to include items, descriptions, pricing, order entry, users, and printing of pick lists and requisitions. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Inventory accuracy, routine cycle counts and all related duties.

Methods and procedures used in purchasing of District supplies and equipment.

Laws, rules and regulations related to assigned activities.

Modern office practices and procedures, including filing systems.

Telephone and interpersonal skills using tact, patience and courtesy.

Establish and maintain databases.

Warehouse operations, procedures, equipment and terminology.

Knowledge of the district's procurement, inventory, and warehouse requisitioning software.

Shipping and receiving procedures.

Record-keeping techniques and statistical typing.

Oral and written communication skills.

**ABILITY TO:**

Perform a variety of duties related to the acquisition of supplies, equipment and materials.

Purchase warehouse stock items economically, efficiently and in accordance the established policies, procedures and guidelines.

Manage time and work effectively.

Meet schedules and time lines.

Maintain records and prepare reports.

Operate a variety of office equipment including a computer terminal, printer, fax machine and calculator.

Perform clerical and accounting work with speed and accuracy.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by one year course work in business administration, and three years of responsible clerical and accounting experience working in a warehouse or related field.

**LICENSES AND OTHE REQUIRMENTS:**

Valid California Drivers License

Must have access to a vehicle with valid automobile insurance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment and also exposure to heat and cold.

Constant interruptions.

Drive a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate at computer keyboard.

Seeing to read various materials.

Hearing and speaking to exchange information in person or on the telephone.

Bending at the waist, kneeling or crouching to file materials.

Sitting or standing for extended periods of time.