

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INVENTORY CONTROL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Senior Warehouse Worker and the Purchasing and Material Control Supervisor, perform variety of warehouse tasks, prepare and maintain perpetual inventory records of the District's supplies, materials and fixed assets; conduct physical inventories and prepare reports; conduct County ROP equipment inventories; process new items purchased by the District and retire and surplus obsolete items.

REPRESENTATIVE DUTIES:

Manually and electronically prepare and maintain perpetual inventory records, such as but not limited to fixed assets, stores and County ROP equipment inventory of the District. *E*

Prepare, compile, edit, and distribute inventory forms, inventory sheets and follow-up as needed. *E*

Record District identification numbers of new fixed assets; record dates of acquisition and disposal and assure proper identification of donated, loaned and promotional items. *E*

Review and generate a variety of forms and documents such as equipment theft/vandalism reports; maintain accurate records of additions, deletions, and changes of equipment. *E*

Conduct physical inventories at various District locations to verify the accuracy of site records; tag and identify District property; determine classification of equipment, life span and source of funds used for purchase. *E*

Check mathematical computations against physical counts; adjust errors in computation and report reasons for discrepancies and variances. *E*

Prepare and maintain detailed inventory-related records and reports to assure compliance with state and federal regulations and district policies; coordinate replacement cost records for insurance purposes; pursue equipment losses with security and law enforcement agencies. *E*

Input data, update stock supply and fixed assets inventories manually and on computer equipment; prepare and generate reports of inventory balances and shortages. Research and balance inventory as needed. *E*

Operate a variety of office and warehouse equipment such as forklift, computer, calculator, barcode and copier. *E*

Order and receive stock supply items according to established guidelines to maintain stock levels; monitor inventory levels. *E*

Under the direction of the Senior Warehouse Worker, coordinate surplus materials/equipment sale; receive and account for monies and verify pickup of items sold.
Assist in campus recycling program.

Perform a variety of warehouse tasks; participate in the UPS shipping activities; receive, store, and deliver warehouse items. *E*

Provide work direction to student workers.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Inventory control practices, methods and systems.
- Equipment and materials used in a community college.
- Organization and maintenance of detailed records and files.
- Oral and written communication skills.
- Operation of a personal computer and data entry skills.
- Operation and use of a variety of District tools, supplies, and equipment.
- Purchasing and warehouse operations, practices, and procedures.
- Accurate record-keeping techniques.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others.
- Prepare and maintain inventory records and reports.
- Learn District policies and procedures related to inventory control and warehouse.
- Reconcile inventory books and analyze variance reports.
- Input data and maintain computer records.
- Compute and check arithmetic calculations.
- Process inventory/warehouse forms and documents.
- Compare numbers and assets accurately and note discrepancies.
- Operate computer equipment and other office machines.
- Provide assistance and information regarding inventory procedures.
- Work independently with little direction.
- Learn to interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a forklift, truck, and equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in purchasing and receiving or inventory control, preferably related to public entity. Experience with computerized bar-code system and related equipment, inventory, or accounting.

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers' license and ability to qualify for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor work environment. Driving a vehicle to conduct work.