

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INVENTORY CONTROL CLERK

SUMMARY DESCRIPTION

Under general supervision of the Purchasing and Material Control Supervisor, perform a variety of warehouse tasks and assist the Inventory Control Technician with preparing and maintaining perpetual inventory records of the District's supplies, materials and fixed assets; assist with the physical inventories and prepare reports; conduct County Project/ROP equipment inventories; and assist in processing new items purchased by the District and retire and surplus obsolete items.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Manually and electronically assist with the preparation and maintenance of perpetual inventory records, including but not limited to fixed assets, stores and County Project/ROP equipment inventory of the District. ***E***
2. Assist with the preparation, compiling, editing, and distribution of inventory forms, inventory sheets and follow-up as needed. ***E***
3. 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***
4. 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***
5. Assist with the conduct of the physical inventories at various District locations to verify the accuracy of site records; tag and identify District property. ***E***
6. Report discrepancies and variances in physical counts and/or mathematical computations to the Inventory Control Technician. ***E***
7. Assist the Inventory Control Technician with detailed inventory-related records and reports to assure compliance with state and federal regulations and district policies; assist with the coordination of replacement cost records for insurance purposes. ***E***
8. Input data and update stock supply and fixed assets inventories manually and on computer equipment; prepare and generate reports of inventory balances and shortages. ***E***
9. Operate a variety of office and warehouse equipment such as forklift, pallet jack, scale, computer, calculator, barcode scanner, fax machine, and copier. ***E***
10. Order and receive stock supply items according to established guidelines to maintain stock levels; monitor inventory levels as appropriate.
11. Assist in coordinating the preparation for and conduct periodic sale of surplus materials/equipment; receive and account for monies and verify pickup of items sold.
12. Perform a variety of warehouse tasks; participate in shipping and receiving activities; receive, store, and deliver warehouse items as assigned.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Inventory Control Clerk - *Continued*

13. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic operations, services, and activities of an inventory control program.
Basic inventory control practices, methods and systems.
Basic inventory procedures and forms.
Basic warehousing practices and procedures.
Equipment and materials used in a community college.
Organization and maintenance of detailed records and files.
Oral and written communication skills.
Office procedures, methods, and equipment including computers and applicable software applications.
Current barcode technology involving various styles and uses.
Operation and use of a variety of district tools, supplies and equipment.
Basic principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Customer service techniques, practices, and principles.
Methods and techniques of proper phone etiquette.
Basic mathematical principles.
English usage, spelling, grammar and punctuation.
Occupational hazards and standard safety practices.

Ability to:

Assist in performing a full range of duties in support of inventory control operations.
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 office equipment including computers and supporting software applications.
Operate a variety of warehouse equipment.
Provide assistance and information regarding inventory procedures.
Learn to interpret, apply and explain rules, regulations, policies and procedures.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Inventory Control Clerk - *Continued*

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; work at heights on scaffolding and ladders; exposure to noise, dust, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates