

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: INVENTORY CONTROL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Child Nutrition Services, oversee and participate in processing a variety of inventory control documents; communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and expedite the transfer and movement of food, supplies, materials, and equipment; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Process a variety of warehouse documents to include, but not be limited to, requisitions, orders, proof of receiving, pick lists and other inventory responsibilities as assigned. **E**

Communicate with school sites and District personnel to exchange information, resolve discrepancies and correct errors; assist District personnel in product and item selection; process merchandise returns. **E**

Maintain records within the inventory control systems. **E**

Monitor inventory par levels of all stores products and recommend purchase of products as needed. **E**

Assist in preparation and maintenance of records related to warehouse stock reordering, inventory, food service requisitions and other matters; assist in the selection of purchase or warehouse machinery and equipment as assigned. **E**

Assist district personnel with warehouse and inventory system questions. **E**

Prepare and maintain a variety of reports and correspondence; answer phones; provide information and assistance to sites, District personnel and visitors. **E**

Prepare and maintain a variety of records, files and logs related to the District inventory function. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing and inventory terminologies, policies and practices.
Inventory control software applications and office software applications.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Operation of a computer terminal.
Equipment and supplies used in a school district.
Statistical typing and record-keeping.

ABILITY TO:

Oversee and participate in processing a variety of inventory documents.
Resolve discrepancies, and correct errors and expedite the purchase of supplies, materials, and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Train and provide work direction to others.
Understand and follow oral and written directions.
Meet schedules and time lines.
Perform a variety of clerical support duties such as statistical typing and filing.
Add, subtract, multiply and divide quickly and accurately.
Operate a computer terminal and input data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years (fulltime equivalent) of responsible clerical and record-keeping experience including inventory control experience.

LICENSES:

CA Driver's License
Driving record compatible with ability to drive a district vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and office equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to inspect documents for accuracy.
Sitting for extended periods of time.
Reaching to retrieve and maintain files.

Approved: Personnel Commission February 10, 2015