

JOB DESCRIPTION
Nogales Unified School District #1

TECHNICIAN INVENTORY CONTROL

Purpose Statement:

The job of TECHNICIAN INVENTORY CONTROL is done for the purpose/s of assisting in maintaining a computerized inventory of all fixed assets and ensuring the accurate tracking of those assets in compliance with district, state and federal requirements.

This job reports to FACILITIES AND PROJECT MANAGER

Essential Functions

- Audits school site inventory reports using a physical check for the purpose of ensuring accurate asset accounting and complying with state and federal requirements.
- Enters asset information into computerized control system for the purpose of ensuring the availability of information as required by state, federal, and administrative requirements.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Processes inventory control assignment of incoming equipment and supplies for the purpose of maintaining a computerized inventory of all fixed assets as required by state, federal and/or administrative regulations.
- Processes requests and documents (e.g. transfer forms, control number and tags, invoices and/or requisitions, etc.) for the purpose of maintaining a computerized inventory of all fixed assets as required by state, federal, and/or administrative regulations.
- Reconciles discrepancies in asset records (e.g. physical count versus reported items, purchase orders versus items received, physical location of items, etc.) for the purpose of maintaining a computerized inventory of all fixed assets as required by state, federal, and/or administrative regulations.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Delivers interoffice documents (e.g. letters, memos, mail, etc.) for the purpose of ensuring flow of documents between sites, departments and community locations.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: record keeping.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: computer operation/skills

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and a generally hazard free environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 5