POSITION DESCRIPTION

TITLE: Inventory Control Clerk
LOCATION: Central Receiving and Distribution
REPORTS TO: Manager, Central Receiving and Distribution
DEPARTMENT: Central Receiving and Distribution

SUMMARY STATEMENT:
Under the general supervision of the Manager of Central Receiving and Distribution, the Inventory Control Clerk is responsible for calculating and maintaining all warehouse inventory levels which includes contacting vendors and obtaining quotes on products, ordering and inputting purchase orders/requisitions, and receipting of goods for stocked materials in the WISE warehouse and purchasing system.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, vendors, and the general public.
2. Answer and greet incoming calls and/or respond to inquiries and requests from staff and the general public.
3. Input purchase orders online, and maintain records and budget balancing.
4. Coordinate warehouse online ordering for decentralized district employees, print picking statements, and receive all warehouse products online. Guide new budget secretaries on the process as needed.
5. Coordinate and input online KCDA ordering for Central Receiving.
6. Obtain product information from vendors.
7. Organize, coordinate and receive quotes from vendors and obtain written and/or telephone quotations for non-bid goods and services and make recommendations for purchases as requested.
8. Troubleshoot problems and provide training on the WISE warehouse computer system.
9. Establish and maintain files and records containing specialized knowledge of the department.
10. Maintain Material Safety Data Sheets (MSDS) and coordinate with facilities.
11. Prepare, maintain, and distribute inventory, product, and historical reports.
12. Monitor and regulate inventory levels for stocked items and place orders for products based on District’s year-to-year needs.
13. Generate and distribute warehouse invoices for all funds.
14. Troubleshoot problems on purchase orders, delivery status, freight claims, requisitions and invoices, and verify payment after receipt of goods.
15. Assist in analyzing commodity markets, price trends, and other conditions affecting prices to ensure the proper timing of warehouse inventory and equipment purchases.
16. Prepare and distribute department correspondence and forms as necessary.
17. Make necessary adjustments to inventory based upon receipt of goods and inventory counts.
18. Keep schools/locations updated on Central Receiving and Distribution’s stocked products using site visits and other methods as appropriate.
19. Assist Purchasing Department in developing specifications and provide product information as needed.
20. Maintain an up-to-date understanding of the overall operation of the department.

OTHER RESPONSIBILITIES:
1. Perform back-up support for co-workers as necessary, which includes shipping by U.S. Mail, UPS, and Fed-Ex.
2. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:
Bending/Stooping (Up to 33%)
Acceptable Attendance
Sitting (33-66%)
Use of hands and/or arms for repetitive motion (66-100%)

Vision (66-100%)
Hearing (66-100%)
Walking (Up to 33%)
Lifting/Carrying Up to 50 lbs. (Up to 33%)

Speaking (66-100%)
Writing (33-66%)
Standing/Reaching (Up to 33%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)
Multiple Concurrent Tasks (66-100%)
Verbal Communication (66-100%)
Reasoning (66-100%)
Written Communication (33-66%)
Customer Contact (66-100%)
Problem Solving (66-100%)
Math (33-66%)
Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, 10-key, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/Keyboarding of 50 wpm.
2. Demonstrated ability to communicate effectively and possess a positive attitude.
3. A minimum of two years of experience in a related field, or equivalent training.
4. Demonstrated ability to operate the computer using the Windows environment and related Microsoft applications.
5. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
6. Must possess a good math aptitude.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated organizational skills and the ability to follow through.
9. Demonstrated ability to handle multiple priorities at one time.
10. Must possess the ability to work independently with little or no supervision.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
4 Hrs. Per Day

PSE: ________________________________  Date: ________________

District: ________________________________  Date: ________________

Revised Date: 08/14/2015
Classification: Clerical
Class: Class III
Display on Web? Yes

Inventory Control Clerk