

**Job Description**

Job Title: **Inventory Control Coordinator**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **July 1, 2009**

Job Code: **060525**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 23**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for purchasing, providing and managing materials, equipment parts and contracted services for the District and Department. Specific duties include entering data into the maintenance management system; ordering, receiving and distributing materials and parts; responding to questions regarding externally contracted services; communicating with vendors; comparing goods received to documents; preparing materials for shipment; loading and unloading inventory; managing the marking or tagging of items; picking-up items from local vendors; preparing bid specifications and requirements; and conducting regular inventory analysis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Manage and maintain parts inventory and budget. Review demand patterns, weeks of supply, safety stock and inventory turnover to establish optimum holding costs; and making acquisition decisions in the District's best interest. Receive, examine good shipped and verify completeness of orders and reconcile against bills of lading, invoices, credit card and Pcard statements, and/or other documents. Prepare materials, parts and goods for shipment to be picked up or delivered to job sites. Load and unload inventory onto or from pallets, bins, racks and shelving. Manage the marking or tagging of items received for identification purposes to stock inventory. Pick up parts, tools and equipment from local vendors and deliver to staff and department.	D	50%
2. Enter material information and pricing data used by staff onto work orders generated by the inventory management system. Input inventory control transactions into the system, including cost, description, vendor and inventory adjustments, for all locations.	D	20%
3. Purchase materials and equipment by evaluating department needs; reviewing vendor costs, discounts and contracts; reviewing and communicating with vendors regarding product information, shipping services and expediting, costs, discounts and contracts;	D	10%
4. Respond to and provide assistance to District and department staff regarding externally contracted services.	D	5%
5. Prepare bid specifications and requirements for materials requiring formal bids. Keep catalogues organized and current.	M	5%
6. Prepare, schedule and conduct regular inventory analysis and biannual inventory physical counts. Ensure that MSDS records are kept current and available.	Q	5%
7. Perform other job-related duties as assigned, including, but not limited to distributing/receiving/reconciling petty cash account.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Specialized courses related to materials management, inventory and/or OSHA requirements.
- Minimum of 5 years general clerical experience.
- Minimum of 3 years of experience with inventory management systems.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Problem solving skills.
- Organization skills.

- Basic math, tabulation and reconciliation skills.
- Knowledge of loading equipment.
- Knowledge of technical catalogs and how to use them.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of inventory management system and loading equipment (e.g., forklift, pallet jack) preferred; required within 3 months after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Warehouse Manager or Transportation Director	051116 or 5010

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

- Responsible for addressing complaints and resolving problems for employees related to parts and materials.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for determining proper account number and procuring materials using purchasing card, District voucher or District petty cash.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	