

INVENTORY TECHNICIAN

GENERAL RESPONSIBILITIES

The position is responsible for the accurate accounting of inventory including receiving, processing, recording and distributing supplies and materials; performs a variety of clerical duties including data entry and maintenance of files and records.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Keep track of status of ordered equipment and supplies. Contact vendors when expected items are overdue. Coordinate the delivery of dedicated project equipment to VBCPS sites as needed.
- Maintain and prepare detailed records and files using appropriate software.
- Ensure proper completion of a variety of inventory forms.
- Interface with vendors to monitor location of distributed controlled assets as directed.
- Receive and log-in surplus property and materials.
- Notify appropriate parties when parts need to be ordered and when equipment is received and dispatched.
- Perform annual physical inventory of equipment and parts as assigned.
- Operate a forklift, pallet jack, or pallet lifter, as needed.
- Perform related work as required.

ADDITIONAL TASKS ASSIGNED TO SPECIFIC JOB FUNCTIONS

Supply Services

- Maintain, troubleshoot, review and analyze the on-line auction website and software to ensure proper operation and compliance by users.
- Prepare items for public auction by completing forms, removing inventory tags, etc.
- Coordinate the delivery of items to public auction facility if needed.
- Document all payments, receipts and information from bidders into the auction site database.

Technology

- Assist in the maintenance of the asset management database system.
- Check shipments for soundness, condition, shortage or discrepancies.
- Receive, accept and unpack incoming materials and supplies and bar-code capital and controlled items.
- Issue materials, supplies, parts and equipment per established processes and procedures.
- Package materials for shipping, delivery or return and keep appropriate records.
- Pick up and deliver supplies and equipment.



- Maintain custody and issue test equipment and specialized tools.
- Supervise maintenance and upkeep of vehicles assigned to Technology.
- Recommend survey of obsolete/non-repairable equipment per established processes and procedures.
- Evaluate equipment being surveyed from schools and departments to determine its condition and sort items appropriately.
- Assist in the preparation of surplus equipment for sale.
- Work with Technical Contracts Manager to update service desk tickets assigned to vendors and related files.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of inventory/stock control practices, shipping/receiving practices and basic computerized inventory accounting software. Significant knowledge and skills in the design and construction of detailed spreadsheets and utilization of various reports. Exceptional organization and contingency planning skills are required. Ability to work with all levels of division employees, the public, and vendors; to make independent judgments/decisions based on written guidance; to learn new software and procedures as needed; to check data for accuracy and to multitask. Technology specific only: ability to identify computer and network equipment, parts, and components.

EDUCATION AND EXPERIENCE

High School Diploma or GED required. Experience as a warehouse worker in product identification, handling and storage procedures, planning and tracking receivables and deliverables on both scheduled and unscheduled cycles preferred. Data entry and proficiency with Microsoft Office applications in both design and use required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to move and lift boxes and/or equipment weighing up to 85 pounds; ability to lift and balance up to 40 pounds overhead.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Certification as a forklift operator or must be certified within 90 days of hire.

FLSA status: Non-exempt	Description: Rev. 9/11
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