

## POSITION DESCRIPTION

**Job Title:** Inventory Control Clerk  
**Reports to:** Materials Control Manager  
**Department:** Inventory Control  
**FLSA Status:** Non-Exempt  
**Posting Date:**

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### **Job Summary:**

Performs data entry and clerical duties. Performs duties related to the ordering, receiving, storing, and the issuing of inventory materials (parts and supplies) for the District's Inventory Control Department.

### **Essential Functions:**

Analyze and summarize numerical information and critically examine for accuracy.

Contacts vendors for formal quotes and delivery information.

Input and access inventory data through a computerized maintenance management information system. Utilize computer to troubleshoot records for inventory control.

Perform administrative functions such as typing, filing, and maintaining detailed records. Schedules department training.

Checks the accuracy of computer printouts, reports, and calculations. Ensures that work is carried out to specification.

Compile, classify, collate, and organize information. Maintains electronic, paper records and reports. Maintains inventory control, timekeeping, and budgetary records.

Uses database programs to generate custom queries and reports.

Ensure coordination of activities to meet department objectives.

Provide clear spoken and written information to supervisors and managers regarding the status of situations or orders. Answer inquiries about the maintenance/inventory management system or procedures.

Cooperate with peers, managers, and operations personnel and act as a liaison between other employees and departments when it comes to physical inventory or parts and supplies.

### **Non-Essential Functions:**

Perform other duties as assigned.

**Minimum Job Requirements:**

Education: High school diploma or equivalent.

Experience: Two (2) years general clerical and inventory record keeping experience.

Specific Skills: Computer data entry experience and proficient in MS Office Suite; Ability to communicate orally and in writing.

Specialized Knowledge, Licenses: None.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

General office and warehouse environment.

**Physical Demands:**

A majority of the time spent sitting with occasional walking or standing, stooping or climbing.

**Interfaces:**

Internal: District personnel

External: Vendors and part suppliers

**Success Factors:**

Enjoys critically analyzing information

Detail conscious

Sees tasks to completion

**The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

**To be considered for this position, all diplomas, licenses and other credentials must be on file before bidding closes.**