

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

CLERK – INVENTORY CONTROL AND WAREHOUSE OPERATIONS

QUALIFICATIONS:

- (1) High School Diploma or equivalent; Associate's Degree or higher desired.
- (2) Minimum of two (2) years experience in Data Processing or equivalent experience.
- (3) Must have experience in use of a computer terminal or personal computer.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer input, including processing, financial data or inventory. Ability to define problems, collect and organize data, establish facts and draw valid conclusions. Ability to communicate orally and in writing.

REPORTS TO:

Manager VIII - Central Inventory Textbook Control

JOB GOAL

To input, in an orderly manner, all aspects of the inventory control data received.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Input all aspects of inventory data, including purchase orders, receipts, stock location dates, stock status and inventory transfers.
- * (2) Review all warehouse orders input by schools daily.
- * (3) Perform research on inventory balances.
- * (4) Prepare computer output report for user benefit monthly.
- * (5) Assist supervisor in reviewing and entering textbook orders for state-adopted materials.

Inter / Intra-Agency Communication and Delivery

- * (6) Communicate effectively with school personnel and departmental staff.
- * (7) Respond to inquiries and concerns in a timely manner.
- * (8) Interact with outside agencies in an effective manner.

Employee Qualities / Responsibilities

- * (9) Maintain a positive attitude toward work.
- * (10) Communicate effectively and in a helpful manner with all school-based personnel.
- * (11) Set high standards and ethics for self.
- * (12) Maintain confidentiality regarding school matters.

CLERK – INVENTORY CONTROL AND WAREHOUSE OPERATIONS (Continued)

System Support

- *(13) Provide timely and accurate reports to schools and departments.
- *(14) Work as a team member with schools, coworkers or departments to solve problems.
- *(15) Provide data to resolve problems and provide service to requesting schools or departments.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 18

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002