

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: MATERIAL CONTROL ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Business Support Services, perform inventory control and distribution work in support of the District stores warehouse; prepare and maintain a variety of records, lists, logs, forms, files and reports related to District supplies, materials, equipment and physical inventory; participate in physical inventories; receive and process new items purchased by the District.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform inventory control and distribution work in support of the District stores warehouse; assure timely and accurate issuance and delivery of custodial, medical, testing, physical education, school and various other supplies and equipment in support of District and school site activities.

Receive, review, prepare and process stock requisitions; maintain computerized and hard copy records and files of stock requisitions; submit stock requisitions to appropriate location for processing; receive, process and update purchase orders.

Prepare and maintain a variety of records, lists, logs, forms, files and reports related to supplies, materials, equipment, requisitions, back orders, physical inventory, purchase orders and assigned duties; update inventory records and files with receipts, store issues and other required information.

Determine required inventory levels and ordering needs for stores items; initiate requisitions for replenishment of stores items; prepare replenishment reports; provide and update ordering information required for bids; perform bid calculations.

Receive and process incoming deliveries; sign for deliveries as needed; match requisition documents with delivery records; verify appropriate quantities; resolve errors and discrepancies; maintain records related to quantity, unit cost and value of stores items received and issued.

Participate in regular, periodic and annual physical inventories; prepare and provide appropriate forms and documents for inventory activities; assist with stocking shelves as needed; prepare year-end reports as needed.

Input and update requisition, inventory and other data into an assigned computer system; establish and maintain automated records; initiate queries and generate requisitions, various computerized reports and other documents; review input and output data for accuracy and completeness.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; follow-up on overdue deliveries with vendors as needed; answer telephone calls as needed; prepare routine correspondence.

Prepare and maintain open and closed purchase order and requisition files; prepare a variety of stock and stores related records as assigned; update the stock catalog as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General inventory practices, procedures and techniques.

Principles, practices and terminology used in bookkeeping, financial record-keeping and storekeeping.

Mathematical computations.

Equipment, supplies and materials used in a school district.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Purchasing and stores operations, practices, and procedures.

Principles and practices of data processing.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

ABILITY TO:

Perform inventory control and distribution work in support of the District stores warehouse.

Prepare and maintain a variety of records, lists, logs, forms, files and reports related to District supplies, materials, equipment and physical inventory.

Participate in regular, periodic and annual physical inventories.

Receive and process new items purchased by the District.

Learn District policies and procedures related to inventory control and stores.

Type or input data at an acceptable rate of speed.

Make mathematical calculations.

Process requisitions, purchase orders, forms and related documents.

Compare numbers and assets accurately and note discrepancies.

Operate computer equipment and other office machines.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years inventory, warehouse, purchasing or related experience including work with financial and statistical record-keeping functions.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Seeing to read a variety of documents.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting, carrying, pushing or pulling light objects.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT 1/23/06