

INFORMATION TECHNOLOGY INVENTORY CONTROL TECHNICIAN

Purpose Statement

Under the direction of the Information Technology Support Supervisor, performs inventory control and distribution work in support of District technology initiatives; prepares and maintains a variety of records, lists, logs, forms, files and reports related to Information Technology materials, equipment and physical inventory; participates in physical inventories; receives and processes new items purchased by the District for the Information Technology Department; and picks up and delivers devices and materials to school sites and departments as necessary.

Essential Functions

- Performs inventory control and distribution work in support of the Information Technology Department; assures timely and accurate issuance and delivery of equipment and supplies in support of Information Technology projects.
- Receives, reviews, prepares and processes new equipment orders and repair; maintains computerized and hard copy records and files of equipment; completes appropriate paperwork.
- Prepares and maintains a variety of records, lists, logs, forms, files and reports related to supplies, materials, equipment, requisitions, physical inventory, purchase orders and assigned duties; updates inventory records and files as necessary.
- Monitors requests submitted by schools for equipment; processes and delivers equipment.
- Clears equipment settings in preparation of reassigning to department/school.
- Participates in regular, periodic and annual physical inventories; prepares and provides appropriate forms and documents for inventory activities; assists with stocking and organizing supplies; prepares reports as needed.
- Inputs and updates equipment inventory and other data into an assigned computer system; establishes and maintains automated records; prepares various computerized reports and other documents; reviews input and output data for accuracy and completeness.
- Operates a variety of office equipment including a computer, fax machine and assigned software.
- Communicates with District personnel and various outside agencies to exchange information and resolve issues or concerns; answers telephone calls as needed; prepares routine correspondence.
- Prepares and maintains open and closed work orders and equipment requests.

Other Functions

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: general inventory practices, procedures and techniques; principles, practices and terminology used in record keeping; equipment, supplies and materials used in the Information Technology Department.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work

priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination equivalent to: graduation from high school and two years inventory or related experience is preferred.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License and Evidence of Insurability

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410

Office-Technical Job Description
Adopted by BOT 02/27/17

Salary Range 53