Position Summary

Under general supervision, receives, stores, and issues materials, supplies, equipment, tools, and parts for a specific District operation. Performs electronic inventory control and reconciliation and monitors running stock levels through a computer-based inventory management system to ensure that materials and supplies will be available for operating department use. Communicates any instances of low-level stock items to maintain adequate supplies and performs material handling and record keeping duties associated with store keeping. Performs related duties as assigned.

Essential Responsibilities

• Receives and unpacks materials, supplies, equipment, tools, parts, verifying articles received against packing lists, invoices, and purchase orders; notes discrepancies, damages and/or defects
• Requisitions materials and supplies according to established limits; informs purchasing staff of problems regarding stock limits and product quality
• Performs daily cycle count inventories of stock items including system reconciliation
• Stores materials received in bins, on shelves, or in other appropriate locations or arranges for delivery to the proper District facility
• Issues materials, supplies, and other articles from stock, verifying information provided and authorization identification numbers, and recording amounts and proper code numbers on a computer bar-code system
• Operates material handling equipment to load, unload and move materials
• Identifies and inventories long life, major cost items such as furniture, power tools, test equipment, and electrical appliances, affixes appropriate asset stickers
• Assists in surplus sales by entering data, receiving, showing, and disbursing surplus items and taking and entering pictures of surplus items for on-line notification of bidding
• Assists District personnel in use of inventory vending machines
• Picks up incoming mail from post office box; sorts into appropriate interoffice mail boxes
• Picks up and delivers mail to administration offices and outlying District facilities. Delivers a variety of correspondence, documents, equipment, supplies, and other materials
• Processes outgoing mail, including sorting, weighing, and affixing proper postage using a postage meter
• Signs for and maintains records of certified, registered, express mail, and other special incoming or outgoing mail
• Develops and maintains cooperative, effective, productive, and tactful working relationships with District personnel and others in the course of the work
• Knows and follows the safety and health rules and safe working practices applicable to his or her job
• Performs additional related duties as assigned.
  ➢ Prepares quotes for recurring commodities in inventory
  ➢ Solicits quotations for supplies and/or services
  ➢ Corresponds with vendors regarding issues with deliveries/materials and work to correct
  ➢ Sources items to assist buyer
  ➢ Generates various reports from inventory system
• Regular and reliable attendance and performance required

**Required Knowledge, Skills and Abilities**

**Knowledge of:**
• Standard methods and practices used in receiving, storing and issuing materials, supplies and equipment
• Inventory record keeping, basic methods of inventory control and business arithmetic
• Safe working practices, including techniques for lifting safely
• MS Word and Excel
• State and local traffic laws and parking regulations
• Safe driving practices

**Ability to:**
• Learn electronic inventory system and effectively operate with accuracy
• Operate a bar-code system
• Work independently and make sound judgments within established guidelines
• Rapidly learn commonly-used materials, equipment, and supplies required for District operation.
• Safely operate material handling equipment, including a fork lift
• Make accurate computations and maintain complete and accurate records
• Use a hand-held computer and a computer keyboard with sufficient accuracy to enter inventory data

**Minimum Qualifications**

**Education and/or Work Experience:**
• Two years full-time position related experience as a storekeeper, stock clerk, or material handling experience in a warehouse environment
• Computerized inventory control/management experience
Required License:
• Must possess and maintain a current, valid California driver's license and satisfactory driving record (drives District Vehicles and Cushman Scooters)
• Must possess ability to become certified in forklift operation and safety

Physical Requirements:
• May stand during entire shift
• Frequent bending and lifting boxes weighing up to 50 pounds, twisting and turning, maneuver heavier materials and supplies with proper equipment
• Willing and able to work outside in inclement weather conditions
• Willing and able to work in a fast paced environment