

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 359  
RANGE: 136  
NON-EXEMPT

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### PURCHASING/INVENTORY TECHNICIAN

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of activities related to the ordering, receiving, storing, delivering and maintenance of supplies and equipment for educational needs; purchase supplies and equipment and maintain an inventory control system; drive a vehicle to deliver supplies and equipment to school locations; coordinate communications to resolve issues and concerns.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Communicate with assigned supervisor to establish inventory standards and procedures; provide recommendations regarding warehouse systems and procedures; implement changes and revisions to warehouse operations.
- Communicate with various district officials, departments, vendors and others to provide and receive information and to resolve questions.
- Coordinate communications to resolve issues and concerns including open requisitions, purchase orders, back orders, deliveries and assigned activities; follow-through on supply and equipment deliveries to ensure accurate and timely receipt.
- Drive a vehicle to deliver supplies and equipment to school locations; load vehicle with appropriate supplies and equipment; ensure deliveries comply with quantity and product specifications;
- Operate a variety of equipment including a hand truck, copier, fax machine, calculator, computer and assigned software.
- Perform a variety of activities related to the ordering, receiving, storing, delivering and maintenance of supplies and equipment for educational needs; ensure program supply needs are met in a timely manner and monitor activities for compliance with established policies, procedures, rules and regulations.
- Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems; calculate equipment depreciation figures in collaboration with management.
- Purchase supplies and maintain an inventory control system; fill and process requisitions; conduct equipment inventory by matching tags and filling out appropriate logs; input data into automated computer system; issue stock in accordance with approved requisitions.
- Unload shipments; inspect shipments to ensure compliance with purchase order specifications; authorize receipt of warehouse deliveries; identify and report shortages, damaged goods and other discrepancies; contact vendors to resolve problems with shipments as necessary; prepare and weigh damaged, excess or incorrect items and return to vendors.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.

- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic math.
- Basic methods, practices and terminology used in warehouse operations.
- Data control procedures and data entry operations.
- Health and safety regulations.
- Proper lifting techniques.
- Proper loading and unloading of trucks.
- Proper methods of storing equipment, materials and supplies.
- Record-keeping and report preparation techniques.
- Shipping and receiving procedures.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Add, subtract, multiply and divide quickly and accurately.
- Coordinate communications to resolve issues and concerns.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Perform a variety of activities related to the ordering, receiving, storing, delivering and maintenance of supplies for educational needs.
- Purchase supplies and maintain an inventory control system.
- Shelf, store and prepare warehouse items for delivery.
- Understand and follow oral and written instructions.
- Utilize space efficiently and effectively.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

### **EXPERIENCE:**

- Two years' experience conducting inventory activities including driving a vehicle to conduct deliveries.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Indoor and outdoor work environment.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Working around and with machinery having moving parts.
- Working at heights.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 1, 2003

Revised: September 6, 2016

Revised: November 14, 2017