

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INVENTORY CONTROL ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Supervisor-Fleet Maintenance, provide support to the Transportation Department by performing specialized inventory control duties; order, receive, stock, maintain and issue parts and materials according to established guidelines and procedures; drive to vendor locations to pick up and deliver parts and materials; perform a variety of related clerical duties.

#### **DISTINGUISHING CHARACTERISTICS:**

The Inventory Control Assistant is responsible for delivering, picking up, receiving, stocking and maintaining parts and materials. Performs a variety of related clerical duties.

#### **ESSENTIAL FUNCTIONS:**

Perform specialized inventory control duties; evaluate need for parts and materials and submit purchase orders as appropriate; review price bids, respond to front office requests and locate parts.

Receive, stock, maintain and issue parts and materials according to established guidelines and procedures; research parts catalogs and other sources to determine appropriate parts for specific applications.

Drive to vendor locations to pick up and deliver parts and materials.

Perform a variety of clerical duties related to department activities; receive, sort and file transportation documents and records according to predetermined classifications.

Prepare and maintain records and reports related to inventory control and department costs.

Operate a variety of office equipment including, but not limited to, an adding machine, computer and assigned software.

Communicate with department staff, vendors and other outside agencies to exchange information and resolve issues or concerns; answer telephone, providing information as required.

Observe and maintain current knowledge of safety rules and procedures.

Coordinate appointments for servicing District vehicles and removing hazardous wastes.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Inventory control methods and practices.  
Auto parts and related materials.  
Modern office practices, procedures and equipment.  
Basic record-keeping techniques.  
Basic math skills.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Safe and defensive driving practices.  
Proper lifting techniques.

**ABILITY TO:**

Perform specialized inventory control duties.  
Order, receive, stock, maintain and issue parts and materials.  
Drive to vendor locations to pick up and deliver parts and materials.  
Perform a variety of clerical duties.  
Learn department and program objectives and goals.  
Maintain routine records and filing system.  
Operate a computer and assigned software.  
Observe and maintain current knowledge of safety rules and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Determine appropriate action within clearly defined guidelines.  
Observe safe and defensive driving practices.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Sit and stand for extended periods of time.  
Hear and speak to exchange information in person and on the telephone.  
See to read a variety of materials.  
Reach overhead, above the shoulders and horizontally to reach parts and materials.  
Bend at the waste, kneel or crouch to reach materials.  
Heavy physical labor.  
Use proper lifting methods.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years of experience in the truck or auto parts field.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Class C driver's license.  
Ability to floor-lift 92 pounds and arm-lift 80 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Auto shop environment.

Driving a vehicle to conduct work.

**BOARD APPROVED:** November 7, 2017