JOB DESCRIPTION

POSITION TITLE: Inventory Specialist, K-12 Learning Resources

JOB CODE: 417B

DIVISION: Academic, Teaching and Learning

SALARY SCHEDULE: Office Clerical/Technician Annual

DEPARTMENT: Digital & Multimedia Learning

WORK DAYS: 238

REPORTS TO: K-12 Textbook Coordinator, PVL

PAY CODE: Rank V (NC05)

FLSA: Non-Exempt

PAY FREQUENCY: Monthly

PRIMAR Y FUNCTION: Maintains efficient and fiscally responsible inventories and procedures for all learning resources for the district through the use of inventory management systems, documents, files and records.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required

2. Certification/License Required: Must hold a current valid Georgia Driver’s License (for a minimum of 3 years) and must either: 1.) hold a current CDL or 2.) successfully complete a CDL Training Program provided by Cobb County Transportation Department within 90 days of employment

3. Experience: Minimum 2 years of responsible clerical experience, and/or comparable warehouse inventory experience preferred

4. Physical Activities: Ability to lift boxes, equipment, and supplies weighing a maximum of 80 pounds; office and non-air-conditioned warehouse; exposure to outdoor and seasonal conditions

5. Knowledge, Skills, & Abilities: Written and oral communication; organization and computer skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Processes and maintains records of all transactions relating to instructional materials for all K-12 Departments including summer school and testing.

3. Establishes systems and priorities for distribution, return and shipment of materials that include appropriate packaging, labeling and documentation.

4. Utilizes the inventory management systems to prepare and maintain physical inventory reports and establishes procedures and guidelines to complete annual and cycle count inventories of all K-12 learning resources.

5. Utilizes the inventory management systems to maintain accurate records of quantities of instructional materials sent to and received from schools.

6. Maintains receiving logs for new shipments, documenting shortages, damaged goods and completed receiving documentation.

7. Develops and implements training program for temporary employees and maintains records accordingly.

8. Operates forklift and other warehouse equipment to receive, ship, and store K-12 instructional materials.

9. Assists in the pickup and delivery of K-12 instructional materials throughout the District, as required.

10. Maintains a clean, safe and orderly warehouse for K-12 instructional materials.

11. Stays current with software programs utilized by CCSD and participates in professional learning as needed.

12. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date ________________

Signature of Supervisor ____________________________ Date ________________