



EMPLOYEE NAME: _____

Revised: 12/07; 7/08; 10/12; 4/14; 6/18; 03/21

JOB DESCRIPTION

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| POSITION TITLE: Inventory Specialist, K-12 Learning Resources | JOB CODE: 417B |
| DIVISION: Academic, Teaching and Learning | SALARY SCHEDULE: Office Clerical/Technician Annual |
| DEPARTMENT: Applied Learning & Design | WORKDAYS: 238 |
| REPORTS TO: K-12 Textbook Coordinator, PVL | PAY GRADE: Rank V (NC05) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY 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:

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| 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:

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| 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 _____