

INVENTORY SPECIALIST

Reports to: Financial Services Manager

Division: Special Education

Our ideal candidate

Ideally, you have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good communicator, a good problem-solver, and you enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player, skilled in your area of expertise, and you strive to do a good job at all times.

General description

This individual provides purchasing and accounting support for the Special Education division that encompasses a variety of technical and clerical obligations. Purchasing duties include the entire cycle of procuring goods and services, from processing purchase orders to delivering technology, supplies and equipment, and performing accounts payable duties. This individual contributes to the institutional effectiveness of the office and classrooms by providing prompt deliver of equipment, supplies, and materials.

Specific duties and responsibilities

- Procures goods and services for Special Education purposes, researching and determining best method of procurement
- Prepares and processes bids
- Manages utility accounts
- Determines needs and specifications, and processing and coding purchase orders
- Enters purchase orders into ESCAPE system
- Orders, receives, and coordinates delivery of technology, office and health supplies, and adaptable medical equipment
- Manages merchandise inspections and returns
- Maintains database of vendors, inventory, codes, locations, and surplus
- Prepares, audits, and codes invoices for payment
- Processes parent transportation reimbursements
- Assists in preparing mandated low incidence SELPA reports and invoices
- Serves as point person for all Special Education vehicle-related issues including insurance, repairs, and service
- Performs other duties as assigned

Requirements

Education: High school diploma; post high school degree or coursework desirable

Experience: Five years experience in purchasing or related field

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Knowledge and skills:

- Knowledge of County Education Office and California school district purchasing policies, procedures and operations, including the bidding process, purchase orders, processing requisitions and invoices
- Technical aspects of research, price comparison and purchasing practices
- Modern office practices
- Financial and statistical record-keeping techniques
- Inventory control and practices
- Written and oral communication skills
- Telephone techniques and etiquette

Abilities

- Quickly acquire knowledge of SBCEO organization operations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Perform arithmetic calculations quickly and accurately
- Operate a variety of office equipment
- Establish and maintain cooperative and effective relationships with the public and others
- Use proper English grammar, spelling, punctuation, and vocabulary
- Plan and organize work to meet schedules and timelines
- Demonstrate sufficient manual dexterity to perform rapid data entry and operate personal computers
- Lift, carry, push, and move supplies and equipment up to 50 pounds on an intermittent basis
- Bend, stoop, reach, and lift on a repetitive basis
- Demonstrate accurate keyboarding and typing skills and speed as required by assignment

Licenses and certificates

Valid California driver's license

Working conditions

Mostly indoors with minimal exposure to health and safety hazards. Position requires the ability to perform work of a moderately active nature in an office and stockroom environment.

Salary range 69

Approved by the Personnel Commission:

July 24, 2014

Revised:

February 16, 2017