

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Stock Control Technician	
<i>Supervisor:</i> Director of Procurement and Warehousing	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

**Job Summary**

The stock control technician is responsible for stock control of the district’s central stores and related material management functions.

**Essential Job Functions**

Reviews inventory stock buying guide, evaluates inventory movement, appropriateness of reorder point, and reorder quantity. If procurement action is required, determines source of supply (contract or open market) and prepares purchase order to proper vendor.

Monitors open purchase orders to ensure supplies are delivered on time. Follows up and expedites late purchase orders.

Inputs and processes inventory transactions.

Closes out daily sales, evaluates sales to ensure correct invoice price is charged as compared to cost; ensures correct journal entries are created.

Inputs inventory items and performs file maintenance of all inventory files to include item master, branch/plant, location, vendor catalog, and item cross-reference files. Maintains unit of measure conversion files.

Runs reports as required using automated report writer.

Selects stock locations for physical inventory, prepares inventory count sheets, ensures on-hand quantities are posted, and generates variance reports. Updates inventory balances after director’s approval. Ensures inventory variances are posted to item ledger.

With minimum supervision, prepares, issues, and processes bid solicitations to determine suppliers for open market inventory purchases. Assists buyers in the preparation of bid solicitations for requirement contracts.

Performs the duties of purchasing clerk and department administrative secretary in their absence.

Responds to requests for information from schools/departments relating to purchase orders, receiving, or Central Stores; performs required research and provides authorized information.

Prepares general correspondence, including memorandums and business letters. Prepares minutes of pre-bid conferences.

Audits vendor invoice discrepancies and determines corrective action.

Acts as assistant instructor for technical training delivered to customers/users of the district’s material management system. Provides one-on-one training to users as required.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Calculator, copy equipment, telephone, fax machine, computer and printer.

**Independent Decisions**

Routine assignments performed without explicit instructions from supervisor. Unusual assignments will be preceded by supervisor instructions.

**Primary Working Contacts**

Daily contact with school and administrative center staff; frequent contact with vendors and warehouse personnel.

**Responsibility for Cash, Equipment, Safety**

Occasional handling of petty cash.

**Supervision Received and Exercised**

The stock control technician works under the supervision of the director of procurement and warehousing.

**Unusual Working Conditions**

Required to spend a significant amount of time entering data into a computer and will be exposed to the normal emissions of a computer monitor.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

**Job Qualifications**

The following are required:

1. High school diploma or equivalent.
2. Two (2) years purchasing or inventory experience.
3. Excellent oral and written communication and mathematics skills in English are essential.
4. Computer skills sufficient to perform duties of job.

5. Possess a basic understanding of inventory management and public sector procurement principles and procedures.
6. Knowledge of MS-Windows based word processing, standard spreadsheet, and database management PC applications.
7. Sufficient intelligence and aptitude to learn how to properly utilize the district's distribution system and be able to deal with suppliers in a tactful, yet firm manner to ensure compliance with contract terms.

The following are preferred:

1. College level business or accounting course work.
2. Experience in government procurement or distribution.

**Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

It is a condition of employment that the selected applicant become a member of the Education Support Staff Association (ESSA), or pay a professional service fee.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**