

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: INVENTORY CONTROL  
TECHNICIAN**

**SALARY TABLE: 29**

**SALARY RANGE: 23**

**BASIC FUNCTION:**

Under the direction of the Purchasing Manager, perform a variety of clerical duties in support of inventory, purchasing, credit card, shipping and receiving functions; provide general assistance to College personnel concerning related activities.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of clerical duties in support of inventory, purchasing, credit card, shipping and receiving functions.

Assist staff with researching and locating goods and services and generating related purchase requisitions as directed.

Provide general assistance to personnel concerning inventory, purchasing, shipping and receiving functions; respond to inquires and provide information concerning related practices and procedures.

Assist in maintaining the College credit card program; process related transactions and maintain credit card records.

Receive, mark, verify and inspect incoming shipments of supplies and equipment for accuracy, damage and conformity to purchase order specifications and packing slips as required.

Prepare various items for delivery; fill and process shipping requests; pull, sort and ship supplies and equipment according to established procedures; arrange and schedule deliveries as directed.

Receive, review and process purchasing information; verify accuracy and completeness of order information; prepare purchase orders; research vendors, obtain quotes and order goods as assigned.

Input a variety of inventory and other data into an assigned computer system; establish and maintain automated records; generate computerized reports as required.

Maintain inventory of campus keys; distribute, collect and account for campus keys.

Communicate with personnel, vendors and various outside agencies to exchange information and resolve issues or concerns.

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Prepare and maintain routine records, reports and files related to inventory, purchase orders, shipments and assigned activities.

Operate a variety of standard office equipment including a computer and assigned software.

Move and arrange supplies and equipment as needed; arrange for the disposal of surplus supplies and equipment as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General methods, practices and procedures involved in inventory, purchasing and warehouse activities.

Basic record-keeping and report preparation techniques.

Basic shipping and receiving procedures.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic mathematics.

**ABILITY TO:**

Perform a variety of clerical duties in support of inventory, purchasing, credit card, shipping and receiving functions.

Learn use and terminology of requisitions, purchase orders and other purchasing documents.

Learn local vendors and sources of supply.

Assist staff with researching and locating goods and services.

Receive, verify, inspect and prepare items for delivery.

Operate a computer and assigned software.

Prepare and maintain routine records and reports.

Understand and follow oral and written instructions.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical experience including work with purchasing, warehouse, inventory or related functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.