



Position Description

Logistics/ Inventory Specialist

Salary Level: Based on Act 93 Agreement (Range VI)

Prepared Date: June 13, 2024

Contract/Benefits: Based on Act 93 Agreement

Prepared By: Jeffrey Cuff

Location: District Office

*Approved By: Dr. Carol D. Birks,
Superintendent*

*Reports To: Director of Internal Accounts and
Systems*

JOB SUMMARY: Responsible for the primary sourcing and distribution of inventory for the District. Inventory goods in accordance with PA school law and school board policies.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

- Coordinate the tracking of items District-wide (such as technology, curriculum, and facility items) that need to be identified and inventoried.
- Work closely with Technology, Curriculum and Facilities departments to use or develop tracking systems for inventory items.
- Be the primary contact person to answer and report on inventory quantity and location questions, or obtain answers from applicable department.
- Conduct regular physical counts, reconciling with the inventory management system, investigating and reporting discrepancies and initiating approved corrective actions.
- Help coordinate the receiving, distribution, and inventorying of large bulk purchases such as technology items and textbooks.
- Work with Facilities, Curriculum, and Purchasing to coordinate disposal of surplus items.
- Establishes procedures and methodology for tracking of all inventory incoming and outgoing from Central Office to and from the school buildings.
- Assists with data requests related to inventory.
- Creates and maintains position procedure outline to describe day to day duties of the position/department as needed.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

- Three (3) years or more experience in a similar position.
- Associates degree in accounting or related field desired.
- Knowledge of state accounting codes and numbers.
- Proficiency in the use of technology for individual and system management, communication, and research.
- Effective communication (verbal & written) & interpersonal skills with the ability to diplomatically interface with students, parents, visitors, and staff.
- Proficient organizational skills, punctual, and the ability to meet deadlines.
- Uses good judgment, able to react to immediate changes in work priorities, self-directed, and able to take initiative where appropriate.

- Ability to maintain stability of attitude and perform competently under pressure.
- Demonstrate effective conflict resolution and customer service skills for interaction with customers, vendors, and co-workers.
- Ability to be relied upon to complete responsibilities effectively and to work well within a team environment.
- Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
- Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to move around frequently and may be performing duties in the office or in the warehouse with temperature variances.
- The employee is frequently required to communicate, to provide accurate information to others, and to obtain and follow directions.
- The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax, and printer.
- Frequent lifting of materials up to 30 lbs. and moving objects.
- This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.

NOTICES:

- Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
- The School District retains the right to change this job description at any time for any reason, with or without advance notice.
- The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
- The School District retains the right to change the qualifications for the job.
- The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Department.
The Allentown School District is an equal opportunity employment, educational, and service organization.

Reviewed and read by: _____
Individual serving in this position

Date: _____