

Job Description

Moore Norman Technology Center

Job Title: Inventory Specialist
Facilities Services

Mission, Vision, and Core Values: Commits to fully support Moore Norman's mission, vision, core values, and culture:

Mission

Preparing for success, changing lives, building better tomorrows.

Vision

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

Core Values

Accountability; Data-Driven; Valuing People; Continual Improvement; Collaboration.

Culture

The Moore Norman Way – *staying above the line*

Job Objective: Responsible for district fixed asset inventory processes, including auditing, tracking, verification, tagging, database maintenance, reporting, and inventory record updates to ensure accurate asset accountability. Coordinates the disposition of surplus district assets through the district's online auction platform. Assists with a variety of operational functions, including inventory handling, warehouse operations, and receiving as needed. Perform duties in accordance with established policies and procedures while exercising sound judgment in interpreting and applying guidelines as needed.

QUALIFICATIONS

Education: High School diploma or equivalent

Credentials

Valid Oklahoma driver's license and acceptable driving record
Ability to achieve forklift certification within three months of employment

Special Knowledge, Skill or Ability

- Analytical ability to prepare reports
- Ability to apply procedures
- Ability to work accurately with numbers, codes, and symbols
- Ability to concentrate on details and interpret instructions, specifications
- Reasoning ability
- Excellent oral and written communication skills
- Knowledge of record keeping practices
- Ability to work well with others both internally and externally
- Reliable, dependable, and punctual attendance
- Ability to handle numerous tasks at once
- Organizing and coordinating skills
- Satisfactory personal conduct and integrity

Experience: Three (3) years' experience in warehouse or inventory operations preferred.

Reports to: Director, Facilities Services

Contact with Others: An incumbent in this position has regular contact by telephone, virtually, email, or in person with the public, and other employees for the efficient exchange of information.

Essential Duties and Responsibilities

1. Strengthens relationships by developing students and clients and staff, partnering with businesses and schools and collaborating with community leaders through participating in school or community activities.
2. Focuses on being a leader within the organization through personal accountability, active problem solving and positive forward thinking.

3. Focuses on continual improvement to assure quality products and excellent services to our customers and stakeholders.
4. Performs fixed assets inventory checks and audits
5. Insures tagging of new assets
6. Support warehouse and operational functions to ensure efficient asset management and distribution.
7. Assists with receiving incoming materials (boxes, equipment, etc.)
8. Delivers received materials as needed
9. Assists in moving equipment weighing several hundred pounds by pushing and/or pulling and using a dolly, cart, forklift, etc.
10. Tracks and monitors surplus received
11. Prepares surplus list for Board of Education
12. Prepares items for online auction
13. Writes descriptions and takes pictures for surplus
14. Uploads surplus information into software
15. Answers customer questions about surplus
16. Coordinates and is available for surplus pick-up for customers
17. Coordinates the prepared records pick-up with staff
18. Provides transport of equipment and surplus items to and from the warehouse when needed.
19. Performs other duties as assigned.

Supervision Exercised: Personnel as assigned

Physical/Mental Requirements and Working Conditions

- Ability to stand/walk approximately 7-8 hours per day
- Frequent to continuous bending/stooping; squatting/crouching; occasional to frequent crawling/kneeling
- Frequent to continuous reaching above shoulder, continuous pushing/pulling
- Frequent lifting up to 50 pounds and occasional carrying/lifting over 75 pounds with assistive equipment
- This is not an exhaustive list, and reasonable accommodation will be made as needed

Environment/ Working Conditions: Warehouse setting, virtual, outdoors, and various campus locations

Equipment Knowledge

- Computers, photocopiers, calculator, and various software packages.
- Ability to safely operate and maneuver district vehicles and equipment, including one-ton or larger trucks, flatbed trucks, box trucks, forklifts, pallet jacks, and other material-handling equipment.

Terms of Employment: Per Board Policy

Duration of Contract: 12-months

FLSA Classification: Non-exempt

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: I have read the job description for which I have been hired, and agree to the responsibilities listed above.

Employee

Date

Supervisor

Date