

Pflugerville Independent School District - Job Description

Job Title/Position:	Specialist, Senior Inventory Control	Department/School:	Procurement & Auxiliary Services
Pay Information:	Auxiliary Compensation Plan	Supervised By:	Distribution Supervisor
FLSA:	Non-Exempt	Date Revised:	September 2025

Primary Purpose:

Assist in receiving, storing, issuing and delivering of equipment, tools, supplies, and maintaining inventory control, and record keeping.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and a valid Texas driver's license able to qualify as a driver under the district's insurance carrier when driving a district vehicle.

Major Responsibilities:

1. Receive and verify accuracy of shipments by counting, weighing, or measuring items and comparing size weight, description, and code numbers with information on invoice or packing slip and purchase orders; records any discrepancies or damage; inspect shipments for damage and defects.
2. Sort and store items according to established procedures.
3. Maintain receipt log and associated documents.
4. Approve, prints and fills requisitions for stock items; verifies accuracy of orders pulled.
5. Restock inventory items. Maintain stock levels to ensure adequate supplies are on hand to pull orders.
6. Maintain organization and cleanliness of warehouse and receiving dock.
7. Load out orders for delivery.
8. Backup delivery driver; daily delivery of orders and campus mail.
9. Maintain all route documentation.
10. Utilize forklift, pallet jacks and other equipment.
11. Inspect truck and equipment and prepare proper documentation. Perform forklift inspection as scheduled.
12. Utilize inventory software systems to enter, track and process orders.
13. Perform cycle counts and monthly audits as scheduled. Assist in resolution of discrepancies.
14. Create spreadsheets and other documents to aid in materials management and warehousing operations.
15. Prepare documentation for all outbound deliveries.
16. Point of contact for receiving items belonging to other departments through email and phone contact.
17. Manage warehouse space to operate at maximum capacity.
18. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
19. Perform other duties as assigned.

- Knowledge of established safety procedures and techniques
- Knowledge of warehousing and inventory control procedures
- Knowledge of defensive driving techniques and satisfactory driving record
- Knowledge of applicable federal, state, and local laws, guidelines and procedures
- Skill in working in a collaborative, team- based environment
- Skill in a variety of equipment, including but not limited to, forklifts, pallet jacks, personal computers, and hand tools
- Skill in communicating effectively with others
- Skill in working with word processing and spreadsheet computer applications
- Knowledge of inventory control software products

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Repetitive hand motions; exposure daily to possible adverse weather elements for extended periods of time; frequent district-wide travel; must be able to repeatedly push, pull, lift, and/or carry at least 50 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____