



<b>Job Title</b>	<b>Inventory Control Clerk</b>
<b>Department</b>	Accounting
<b>Salary Schedule</b>	26 – Starts at “A” Step \$3,240 p/month \$18.69 p/hour

**Summary:** Incumbent will perform a wide variety of tasks relating to the issuing of supplies and record keeping of materials and equipment Imperial Valley Housing Authority Brawley and El Centro warehouses.

Department Supervisor is the Director of Finance

**Essential Duties and Responsibilities:** *The details below are intended to describe the general nature and scope of work being performed by incumbent. This is not a complete listing of all responsibilities and duties. Other duties may be assigned as necessary for the attainment of the goals of this agency:*

Stock inventory and keep accurate inventory records

Ascertain items to be ordered

Issue materials, supplies and equipment to the employees and checking for proper authorization

Perform quarterly inventory on tools issued to Maintenance Workers.

Perform inventories on a yearly basis and on an "as needed basis"

Researches fixed asset purchases, tags equipment

Advise the Maintenance Department and Purchasing Agent of supply and material needs

Apply warehousing and stocking techniques to maximize available storage areas

Shelve items in correct locations

Maintains a clean and orderly warehouse/storeroom by sweeping, dusting, removing packaging material and other debris

Maintains related files and compiles periodic reports

Re-key locks

**Behavioral Competencies:** *To perform the job successfully, an individual should demonstrate the following:*

- ✓ **Commitment:** Set high standards of performance for self; pursue aggressive goals and work smart to achieve success
- ✓ **Customer Service:** Meet/Exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers; communicate and act with customers in mind; and recognize working colleagues as customers
- ✓ **Effective Communication:** Demonstrate attention to, and convey understanding of, the comments and questions of others; and listen effectively
- ✓ **Responsiveness and Accountability:** Demonstrate a high level of conscientiousness; hold self responsible
- ✓ **Confidential:** Must abide by strict ethical standards, integrity, objectivity and confidentiality when interacting with colleagues, customers and in the course of all job duties

## **QUALIFICATIONS:**

### **Knowledge of:**

Modern office practices and procedures

Materials, tools and equipment used in maintenance

Inventory control practices

Computer data entry.

Windows Microsoft Office

### **Ability to:**

Keyboard, operate a calculator and other office machines/equipment

Keep financial and statistical records

Perform various clerical work

Understand and carry out oral and written instructions

Learn and interpret established policies, methods and procedures used in inventory control

Compile and maintain records, reports and files

Perform responsible clerical work quickly and accurately

Lift, transport and stock items up to 50 pounds

Establish and maintain cooperative and courteous relationship with those contacted during the course of work

Perform effectively as a team player

Establish and maintain cooperative working relationships

**Experience and Education:**

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

One year of experience performing comparable duties

**Education:**

Equivalent to completion of the twelfth grade or G.E.D. supplemented by appropriate recordkeeping courses

**Physical Requirements:**

Essential functions of the position will require frequent walking, standing, neck and waist bending, climbing, climbing ladders, repetitive use of hands, power hand grasping, reaching above shoulder level, sitting, squatting, kneeling, stooping, pushing, pulling, lifting and transporting of objects up to fifty pounds, entering confined spaces, walk indoors and outdoors on uneven ground. Possess the stamina to perform heavy manual labor in extreme weather conditions

**Necessary Requirements**

- Possession of a valid California Driver's License
- Must be insurable under Housing Authority auto insurance
- Provide proof of legal work status in the United States