

## **INVENTORY AND TEXTBOOK CONTROL CLERK**

### **Purpose Statement**

The job of Inventory and Textbook Control Clerk was established for the purpose/s of receiving and distributing textbooks and related instructional materials with specific responsibilities for maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying te x t b o o k a n d m a t e r i a l s stock; maintaining an organized textbook room; transporting orders over designated sites; discarding, selling and/or recycling out-of-date textbooks and instructional aides; maintaining physical inventories; and tagging all incoming equipment and retire inventory as needed.

This job reports to Chief Academic Officer

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### **Essential Functions**

- | Delivers textbooks, related instructional materials and other supplies to assigned locations and/or individuals.
- | Maintains manual and electronic documents, files and records (e.g. loss, expenditures, calendars, requisitions, etc.) for the purpose of documentation and providing reliable resource information.
- | Coordinates collection of out-of-date textbooks and instructional materials for the purpose of disposing of materials (discarding, auctioning, recycling ,etc.) in a safe, timely, effective and legally compliant manner.
- | Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- | Receives textbooks and instructional materials for the purpose of ensuring specifications, quantity and quality of orders are correct.
- | Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- | Transports student testing materials and supplies in an accurate and timely manner.
- | Assists with training employees in the Records Management and Property Control area of the Financial Accounting Department to inventory and label district tangible property.
- | Works with administrators, teachers and other department staff to resolve concerns and prepare reports related to tangible personal property inventory.
- | Updates and maintains the inventory in the fixed asset system daily.
- | Generates a wide variety of fixed asset inventory reports for District use.
- | Tracks inventory, transfers and storage of fixed asset equipment.
- | Prepares annual inventory reports for all schools and departments.
- | Visits all schools and departments to conduct physical inventory audit(s). Periodically conducts an individual follow-up verification of certain assets.
- | Retires equipment and remove from inventory, as needed.

### **Other Functions**

- | Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include basic computer use.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and ability to read, write and communicate clearly in English.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Minimum two years experience in bookkeeping and/or record keeping to include data entry and basic accounting.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

### **Requirement**

This is a non-certified position

### **Certificates & Licenses**

Valid Tennessee Driver's License & Evidence of Insurability

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**