



JOB DESCRIPTION: INVENTORY TECHNICIAN

DEPARTMENT:	Records & Facilities	REPORTS TO:	Manager, Records & Facilities
JOB CLASS:	Technician	PAY GRADE:	14
EXEMPT STATUS:	Non-Exempt	DATE:	12/4/2018

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Inventory Technician maintains the receiving function and electronic inventory functions of Florida Virtual School. The Technician performs duties involving tagging of inventory items per FLVS policies, maintaining auditing systems and methods, locate and verify by conducting audits of tangible school property in off-site locations. The Inventory Technician places emphasis on continual check and verification of assets to provide current accurate listings. The Inventory Technician is also responsible for maintenance and upkeep of the FLVS Inventory Warehouse, as well as assisting with over all Facilities maintenance and upkeep as required.

ESSENTIAL POSITION FUNCTIONS:

- Provide for the initial receipt of all asset related deliveries to the Inventory Warehouse
- Process inventory control, including input of data, property tagging, and delivery assets once assigned to departments
- Prepare reports and audits as requested
- Research problem situations and/or files relating to the acquisition, transfer, and disposition of tangible personal property belonging to FLVS
- Assist in value estimates of unlisted property and components of overall systems
- Conduct field inventories of tangible, personal, school-owned property at various locations
- Locate, categorize, verify, and ensure equipment is tagged in accordance with state guidelines and FLVS policy
- Provide a high level of customer service that includes assisting staff and any other internal/external customers
- Comply with all state and FLVS standards
- Reconcile audit data with FLVS Asset Management Module.
- Enter, review and/or modify data within the FLVS Asset Management Module.
- Support Facilities in Warehouse related duties, such as relocation, cataloging, and storing of items.
- Support Facilities by hanging pictures and supporting facilities improvements.
- Support Facilities in the assembly and relocation of Furniture.
- Support Facilities mail and package reception and delivery.
- Process incoming Inventory per FLVS policies.
- Support Facilities as primary back up to the Front Desk Receptionist Position when required.
- Exercise independent judgment to adopt or modify methods and standards to meet assigned duties/objectives
- Meets professional obligations through efficient work habits such as, meeting deadlines,

honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others

- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Associate degree; or equivalent combination of education and relevant experience
- Must have a valid/current Florida Driver’s License

Experience:

- Two years’ purchasing, warehouse and/or inventory field experience.
- Two years’ cataloging and updating Electronic Inventory Systems experience.

Knowledge, abilities and skills:

- Demonstrable inventory skills
- Knowledge and ability to monitor budgets
- Knowledge of spreadsheet creation and maintenance
- Knowledge of inventory and warehouse control, processes, and procedures
- Ability to compile, review, categorizes, prioritize, analyze and interpret data and/or information
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p style="text-align: center;">CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p style="text-align: center;">SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p style="text-align: center;">PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p style="text-align: center;">ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p style="text-align: center;">PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p style="text-align: center;">DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Ability to support Warehouse functions, up to, but not limited to, hand truck operation and ladder climbing up to 12 feet.
- Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear.
- Regularly lift and/or move objects 10-50lbs occasionally lift with assistance and/or move objects that weigh more than 100 lbs.
- Frequently required to stand, walk, stoop, kneel, crouch or crawl.
- Occasionally required to sit and climb or balance.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities based on race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.