

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Technology Inventory Specialist
Job Description

Reports to: Chief Technology Officer

Status: Exempt

Term: 226 Days

Primary Purpose:

This position provides inventory and warehouse support to the staff of the Technology Services Department. Additionally, this position receives, stocks and maintains supplies and materials in the District's technology warehouse. Responsibilities include ensuring that materials stored in the warehouse are secure, monitoring inventory levels, and track damages.

Qualifications:

Education/Certification:

Bachelors in MIS (Management Information Systems) or related field

Special Knowledge/Skills:

Knowledge of effective inventory and usage control procedures.

Ability to make accurate arithmetic calculations.

Knowledge of inventory control procedures and the ability to maintain accurate records.

Ability to work independently with minimal supervision.

Ability to set up and maintain an accurate filing system.

Ability to organize and set priorities.

Ability to work effectively under pressure and remain flexible.

Incident IQ

Microsoft Excel

Experience:

5 years of experience maintaining computer systems and technology in a K-12 classroom. Five years of experience performing upper level technical support (Tier 2 or higher)

Major Responsibilities and Duties:

1. Tracks Technology damages and inventory of all district technology equipment and devices using Incident IQ.
2. Verifies receipt of merchandise against purchase orders, routes packing slips and invoices accordingly for processing.
3. Sorts and forwards items appropriately.
4. Responsible for the shipping, receiving, inventorying and distribution of equipment and materials, including warranty repair services.
5. Establishes stocking and storage procedures; stores materials and supplies according to supplier instructions.

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6. Responsible for conducting inventories as directed by supervisor.
7. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Phone, two-way radio, personal computer, printer, fax machine, and other computer peripherals.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Prolonged use of computer and telephone; repetitive hand motions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____