

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Material Control Specialist

Unit: Maintenance & Operations

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Job Code: E1100
Original Date: 05/2002
Last Revision: 04/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 20

DEFINITION

Under the direction of the District's Acquisition Supervisor/Inventory & Receiving, or assigned supervisor, perform material control services and maintain the District's official records as required under Business and Technology Services.

DISTINGUISHING CHARACTERISTICS

A Material Control Specialist performs warehousing, distribution, inventory, and records maintenance at the District's Central Receiving facility. Positions in this class are expected to drive delivery trucks, handle materials, and operate district computer inventory and accounting systems. Those assigned to the Stock Clerk I class work at a campus stores facility performing stockroom services and minor delivery routines. A Senior Material Control Specialist works as a permanent lead worker at the District's Central Receiving facility, performing warehousing, distribution, inventory, and records maintenance, including driving delivery trucks, handling materials, and operating complex District computer accounting and inventory systems. Those assigned to the Stock Clerk II class work in a lead capacity at a campus stores facility performing stockroom services and minor delivery routines.

EXAMPLES OF DUTIES

1. Perform daily material handling processes and controls for the district-wide receiving, distribution, and inventory services, including Receiving/Asset Management computer systems.
2. Receive and distribute materials; load and unload, pick-up, transport, and deliver materials; expedite deliveries and shipments; complete forms, validate shipping/receiving and inventory documents; inspect materials, identify and report discrepancies; tag assets, label and package materials; process returns.
3. Assist in maintaining accuracy of system databases, diagnose system data errors and omissions; process vehicle registrations; enter transactions and data into computerized administrative system; maintain tracking and inventory reports.
4. Provide and receive information and resolve questions, discrepancies, and issues with various staff, departments, and vendors. Recommend new policies and procedures for asset control and receiving and record archiving. Interact with faculty, administrators, and staff to provide special services and resolve problems. Respond to requests for services and updates in person, using computer email, or via the telephone. Explain relative policies, procedures, and practices.
5. Assist in maintaining district records storage; receive and review records for classification and content; distribute, retain, and destroy records or schedule for destruction. Maintain fixed asset and district inventory records; post changes to records; file records and other documents. Generate various reports. Prepare documents required to obtain permits, licenses, and registration for, and to dispose of, district-controlled vehicles and other equipment.
6. Operate a variety of material-handling equipment, including trucks, delivery vehicles, hand trucks, forklifts, pallet jacks, dollies, and carts. Operate a variety of office equipment, including copiers, computers, printers, calculators, fax machines, and land and cell phones.
7. Maintain safe, clean, and organized facility/work areas; comply with safety and security regulations regarding handling of supplies and materials. Maintain general equipment safety procedures and repairs.

8. Schedule, participate in, and perform large and small-scale physical inventories. Assist in conducting and coordinating periodic inventory disposal, records destruction, and inventory. Assist in the tracking of fixed assets district-wide; locate, identify, tag, and assist in grouping equipment for audits.
9. Maintain standard office equipment, material-handling, and warehousing equipment and tools.
10. Review various budgets and verify that the correct objects are being addressed and system flags are set; assist and notify appropriate offices as necessary; correct system records as appropriate. Assist in closing of fiscal year encumbrances.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable laws, regulations, and policies governing transportation and proper storage of supplies and materials.
- Applicable laws, regulations, and safety practices related to the use and operation of equipment, such as motor vehicles and forklifts.
- Computer software involving word processing, spreadsheets, and databases.
- Computer software of inventory systems and document imaging.
- District organization, operations, policies, procedures, and objectives as applied to assigned program.
- Fixed Asset Inventory accountability, methods, procedures, and quality control.
- Furniture, machinery, and equipment nomenclature.
- Modern office practices, procedures, and equipment including office automation and accounting.
- Operation of material handling tools and equipment and their names.
- Oral and written communication skills.
- Procurement techniques and practices.
- Proper shipping/receiving and inventory records management.
- Report writing and record-keeping techniques.

Skills and Abilities:

- Analyze situations accurately and solve problems decisively.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Exercise good judgment and discretion in handling confidential and sensitive information and records.
- Explain information and apply policies, procedures, and regulations.
- Good hearing and listening skills.
- Incorporate new information and/or technology into the existing job duties (as directed by supervisor).
- Interact with persons of diverse socio-economic and ethnic backgrounds.
- Learn and apply the applicable laws, regulations, and policies and procedures related to and governing the area of specialty.
- Learn and apply the applicable laws, regulations, and safety practices related to the use and operation of equipment.
- Maintain accurate interrelated records and files and prepare reports.
- Make decisions and recommendations, approvals and disapprovals.
- Make simple arithmetic calculations.
- Manually lift up to 75 lbs.
- Meet schedules and time-lines.
- Move excess of 300 pounds with use of material-handling equipment.

- Operate a variety of equipment, including pickups trucks, delivery trucks, delivery carts, forklifts, hand trucks, dollies, small hand tools, computer and hand-held data collection devices, and standard office machines.
- Perform accounting clerical work of average difficulty without close supervision.
- Post data accurately.
- Provide training and work direction to temporary student helpers and/or hourly staff as assigned.
- Read fine print on packing and labeled goods.
- Understand and follow oral and written directions.
- Use computer software involving spreadsheets, complex databases, and word processing.
- Use interpersonal skills using tact, diplomacy, patience, and courtesy.
- Vision acuity for: color perception and discrimination, usable vision at far point, and usable vision at near point.
- Work cooperatively with others and work within a team environment.
- Work independently with little direction.

License:

- Valid California Class 'C' Drivers' License (required before employment).
- Valid Forklift Operator Certificate (required within 90 days of employment and before operation of forklift).

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school plus two years of responsible experience in a shipping and receiving, inventory, purchasing, and distribution function involving a computer-based material management system.

WORKING CONDITIONS

Physical Requirements:

- Category I: subject to standing for long periods of time, bending repeatedly, lifting and maneuvering up to 75 pounds repeatedly without restriction, and moving in excess of 300 pounds with the use of standard material-handling equipment.

Environment:

- May include less desirable extremes; subject to possible hazards and fumes (due to breakage of bottles containing chemicals or falling of heavy objects) and exposure to traffic and moving vehicle hazards.