

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Material Control Analyst	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Material Control	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	042 OTBS
<b>ESTABLISHED:</b>	July 1, 2011		

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**BASIC FUNCTION:**

Perform a variety of stock, non-stock, and capital asset analytical and administrative duties; maintain records, create and issue reports, and monitor district inventory computer systems; lead and direct the work of clerical staff in supply and inventory control.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Maintain stock, non-stock, and capital asset inventory control records using complex computerized inventory control systems and analyze stock replenishment requirements. Process receipts; review and evaluate asset specifications on purchase orders for unitization and consolidation and load into Asset Management in preparation for financial accounting and accounts payable match process. **E**

Act as subject matter expert for a variety of related computer systems including PeopleSoft Inventory and Asset Management Modules, HighJump and EJWard computer systems; provide technical support to departments, schools, and district staff on system upgrades and daily operations regarding system functionality. **E**

Order fuel and provide daily monitoring of the district's fuel requirements for various departments including transportation, food services, physical plant operations, distribution and mail services and school police department vehicles including projection of replenishment requirements; evaluate and determine most cost effective fuel vendor. **E**

Work with Supply Center, Instructional Media Center and Food Service Departments to implement changes and upgrades to ensure and maintain functionality of systems. **E**

Create complex queries using PeopleSoft Query Manager for schools and central offices. Produce analytical and statistical reports for various departments' use in grant applications, budget projections, forecasting contract requirements and measuring cost savings; evaluate and analyze data for accuracy. **E**

Organize, schedule, and direct the work of the district's supply and inventory control section staff; create physical inventory counting events and perform and reconcile physical inventories in warehouse settings including cold storage facility. **E**

Provide financial and statistical record keeping for stores revolving, cafeteria revolving, and state instructional materials (SIM) revolving funds for accounting purposes. **E**

Receive telephone emergency and special requests, stock receipts, adjustments, and authorize return for credit and key into system; assist and resolve central office and school staff ordering discrepancies and emergencies. **E**

Enter data using PeopleSoft Inventory, Purchasing, Cost Accounting, and Asset Management modules. **E**

Maintain and adjust approved stock order points and maximum limits; initiate and track stock replenishment orders. **E**

Work with Strategic Sourcing and Contracts Department staff and perform vendor follow up to expedite orders as needed. **E**

Utilize database as a source of information to investigate and perform research. **E**

Update internal and provide input for district administrative procedures related to materiel analysis and control. **E**

Maintain standard stock, non-stock, and asset management database and assign new item numbers. **E**

Provide technical support to departments, schools, and district staff regarding supply problems; provide administrative support and resolve customer issues as necessary to help support department manager; attend meetings as required. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to five years of recent, progressively responsible, full-time equivalent, paid warehouse, supply or other inventory control and/or related analysis experience including experience in operation of complex computerized inventory management systems.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Complex computerized systems including PeopleSoft and/or related and assigned software and programs.

Data entry practices and procedures.

PeopleSoft Query Manager.

Complex queries and data compilation and analysis.

Technical aspects of field of specialty.

Reading and writing English communication skills.

Asset nomenclature.

**ABILITY TO:**

Multi-task and demonstrate good organizational skills.

Communicate effectively both orally and in writing.

Learn, test, troubleshoot, and implement new and related computerized system software.  
Operate complex computer programs with speed and accuracy.  
Analyze operational activities and develop recommendations for methods and procedures improvement.  
Assume responsibility and make independent judgments.  
Organize and analyze data and prepare complex reports.  
Operate standard office equipment including microcomputers and related software applications.  
Ability to perform physical inventories in warehouse settings including a cold storage facility.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting; warehouse and cold storage facilities to conduct inventories.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; conduct inventories in a warehouse and cold storage facility, the latter that consists of a subzero (-10 degree) freezer and 40 degree refrigerators.

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