

Technology: Technician III - Inventory Specialist

<u>Reports to:</u>	Help Desk Manager
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Technology Technician III - Pay Scale 72
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Associate degree or equivalent combination of education and experience is required**
 - **Three or more years of related experience in a technical and support environment assisting with device and user support, repairs, order and inventory management is required**
 - **Knowledge and experience with Google G-Suite and Microsoft Excel, and other software applications used to track device inventory such as Follett Resource Manager**
 - **Knowledge of data destruction standards for surplus equipment**
 - **Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities**

Essential Job Functions:

- Assists Help Desk Manager and school-based support staff with device collection and distribution planning and procedures during the school year
- Maintains inventory of spare and replacement parts in Technology Department for district devices
- Processes incoming orders to collect inventory information and confirm order completion with Technology Department Administrative Assistant
- Manages surplus device collection with assistance from Field Technicians and school-based staff, with inventory system updates
- Manages surplus bids and vendor pick-up processes, including ensuring proper data destruction
- Coordinates with school-based staff on inventory status and processes to ensure accurate Technology inventories
- Coordinates large orders received and maintained at Technology Warehouse, including supplies such as device bags, student and teacher devices, classroom displays, etc.
- Utilizes Technology box truck for deliveries to schools, collections of surplus materials, etc.
- Provides additional Field Tech support as needs and schedules allow
- Performs any additional duties as required or assigned by the supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 40 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Must be able to:

- demonstrate strong customer service skills
- demonstrate strong written and verbal communication skills required to present department plans and activities to individuals and groups throughout the company
- walk, lift, reach, stoop, sit, squat, bend, stand, grasp, balance, climb, kneel, crouch and type for extended periods of time up to 10 hours
- prepare, read, comprehend and analyze a variety of complex forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions, maintaining effective working relationships
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of job specific office machines and other office equipment
- manage multiple high priority initiatives in a fast paced, highly technical environment
- successfully perform the planning, directing, reporting and administrative responsibilities of this position
- use written and verbal communication skills to present department plans and activities to individuals and groups throughout the district