



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified:

Distribution Center Inventory Control Specialist

Pay Scale: B

Level: 7

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Distribution Center

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

This is a warehouse position that requires a combination of data entry and general warehouse work responsibilities. An employee in this class is responsible for maintaining the accuracy of the inventory control system through the daily entry of receiving and issuance information. Regular physical inventory responsibilities will also be required. The work includes performing general warehouse tasks such as forklift operation, delivery truck operation, unloading and loading trucks, and any other warehouse related work as required by the coordinator. The employee in this position will be required to direct warehouse operations in the absence of the Distribution Center Coordinator and the Distribution Center Crew Chief.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Enters data daily into the computerized inventory control system
- Generates a variety of reports from the inventory system as required by the coordinator
- Performs regular physical inventories of warehouse supplies to verify accuracy of computer inventory system
- Unloads shipments by hand or forklift; verifies accuracy of orders received
- Picks items for delivery, loads trucks, and delivers to school facilities when required
- Performs the responsibilities of a courier, as needed

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Experience in performing warehouse or related work

Licenses and Certifications

Must possess and maintain a valid state vehicle operator's license

Knowledge, Skills and Abilities

- Knowledge of methods and procedures of warehouse work
- Ability to perform accurate data entry work in a warehouse environment
- Operate tools and equipment associated with general warehouse work
- Follow oral and written instructions
- Communicate effectively and cooperate with others

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 100 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.