

# Job Description

Position Title: Support 1, Materials/Inventory

Job Group: Materials Management

Job Level Group: Support Entry

FLSA Status: Non-Exempt

## Position Summary:

The Support 1, Materials/Inventory performs receives and distributes materials and mail; provides District wide logistical deliveries. Places orders and communicates with College departments and vendors. Monitors and performs daily inventory duties and conducts inventory audits.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Receives and distributes mail and materials throughout the campus. Oversees all shipping and receiving activities on a daily basis; ensures all mail is sorted and distributed to each department, and campus.
2. Generates order requisitions in FAMIS, places orders with vendors. Receives orders including Capital equipment and records receiving information from shipping documents in the College's Enterprise resource management system.
3. Inspects and verifies packages for delivery and matching of packing slips. Reports damages to all pertinent parties and files damage claims with shippers.
4. Conducts daily logistical deliveries and courier runs.
5. Responds to complaints and answers general questions from various departments; tracks missing or incomplete shipments.
6. Reconciles outstanding invoices and receiving using Colleges Enterprise System.
7. Conducts Property Control of all materials and equipment. Handles storage and retrieval of College records. Maintains and safeguards inventory and property control records and tags.
8. May serve as a lead for student workers.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of internal and external customer service principles and practices
2. Skill in effective communication (both written and oral)

3. Skill in positive, productive, and flexible customer service
4. Ability to apply effective and accurate data entry and typing skills
5. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Provides lead work, advises and/or guides students. May organize, set priorities, and schedule and review work. Does not have responsibility for termination or making pay decisions.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.
- Up to one (1) year of related experience may be required
- One (1) to Three (3) years of related experience preferred
- Forklift Certification will be required within probationary period.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to stand for prolonged periods of time; to frequently stoop, bend, kneel, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License