



LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

Title: IMS Technician, Business Services

Reports to: Chief Business Official

Department: IMS

Classification: Classified

FLSA Status: Non-Exempt

Work Year: 12 months

Board Approval: October 10, 2023

Salary Schedule: Classified, Range 15

JOB SUMMARY:

Under the supervision of the Chief Business Official, perform a variety of technical and clerical duties in support of the Instructional Materials Services Center including assisting with the receipt, storage, delivery and ordering of supplies and curriculum materials for educational needs; maintain assigned supply budgets and submit supply orders; maintain inventories; and perform related duties as assigned.

ESSENTIAL FUNCTIONS:

- Perform a variety of technical and clerical duties in support of the Instructional Materials Services (IMS) Center and Central Warehouse; receive incoming instructional materials and office and industrial supplies.
- Verify items in received shipments with purchase orders and check for discrepancies or concealed damage; verify invoices and purchase orders for accounts payable in order to process payments.
- Maintain and process the teacher supply budgets and process purchase orders; manage and maintain user account permissions and access for District-approved office and teacher supply vendor accounts.
- Receive, greet and direct visitors, vendors and other guests; communicate with vendors to modify and clarify invoices and resolve discrepancies as needed; respond to inquiries and provide a variety of general information related to assigned activities.
- Answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate.
- Maintain various teacher supply budgets as assigned; input and submit orders electronically according to established procedures; submit various classroom supply orders to vendors as needed.
- Assist with the preparation and scheduling of outgoing UPS and Federal express shipments and USPS standard and bulk mail.
- Participate in taking periodic inventories; assist with surplus, disposal or purging of obsolete and damaged equipment and materials in accordance with District policies and procedures.
- Assist the Business Department with maintaining District-wide asset inventory including computers, printers, monitors and projectors; maintain assigned supply levels; arrange for equipment repairs as necessary.
- Prepare and maintain various records and reports related to IMS Center operations and inventory.
- Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a variety of office equipment including a computer and assigned software.

- Maintain IMS Center and Warehouse in a clean, orderly and safe condition.
- Provide work direction to assigned personnel as needed.
- Drive a District vehicle to make deliveries of supplies as needed.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, inventory and assigned activities.
- Attend and participate in a variety of meetings related to assigned activities.

OTHER JOB-RELATED DUTIES:

- Perform related duties as assigned.
- Serve as a back-up for receiving food and checking orders according to established procedures.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, equipment and materials used in the receipt, storage, control, inventory and distribution of instructional materials.
- Equipment, materials and supplies used in assigned area.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Use and terminology of requisitions, purchase orders, invoices and other IMS documents.
- Operation of warehouse equipment and delivery vehicles.
- Inventory procedures and techniques.
- Safety and security procedures and practices.
- Principles and practices of providing work direction to others.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Proper methods of storing equipment, materials and supplies.
- Record-keeping and report preparation techniques.
- Shipping and receiving procedures.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of clerical duties in support of IMS Center activities.
- Perform a variety of warehousing duties including filling requisitions and checking materials and supplies.
- Operate a variety of warehouse and delivery equipment, machines and vehicles.
- Maintain inventories and appropriate stock levels.
- Answer telephones and greet the public courteously.
- Learn department or program objectives, policies, procedures and goals.
- Type or input data at an acceptable rate of speed.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Provide work direction and guidance to assigned staff.
- Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE: Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: High school diploma or equivalent GED.

Experience: Three (3) years of experience in a clerical or warehouse environment.

Licenses, Certificates and other Requirements:

- Valid California Class C driver's license.
- Incumbents may be required to possess Valid Forklift Certification.

DESIRABLE QUALIFICATIONS:

- Some college-level coursework in clerical, computer or business classes.
- One (1) year of experience using Microsoft Excel or other business-related computer programs.

WORKING CONDITIONS:

Environment: Indoor/outdoor/warehouse environment, fast-paced environment with changing priorities, driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
- Hearing and speaking to exchange information.
- Vision to read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking to perform assigned duties.
- Lifting, carrying, pushing and pulling objects up to 60 pounds or more.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Climbing ladders.
- Heavy physical labor.

Hazards:

- Working around and with machinery having moving parts.
- Working at heights.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.